Memorandum

To: Chair and Members of Economic Development Committee

From: Paul Zalmezak, Economic Development Division Manager
       Paulina Martínez, Assistant to the City Manager

Subject: Central Street SSA RFP 18-51 Responses - Addendum

Date: October 22, 2018

Recommendation:
Economic Development staff supports recommendation from the Economic Development Committee to the City Council to authorize the City Manager to execute a contract for consulting services for the study and creation of a special service area (SSA) for the Central Street and Green Bay Road area with Teska (627 Grove Street Evanston, Illinois 60201) for a total amount of $24,035.

Funding Source:
Economic development staff recommends utilizing the Economic Development Consulting Services account (100.21.5300.62185). To date, no funds have been used from this account, leaving the account with $25,000.

Livability Benefits:
- Economy and Jobs: Retain and expand local businesses
- Build Environment: Enhance public spaces
- Education, Arts & Community: Incorporate arts and cultural resources

Summary:
The Central Street Business Association (CSBA) approached Economic Development staff in late 2017 to discuss the possibility of creating an SSA. On July 25, 2018 the staff was directed by the Economic Development Committee to issue an RFP to conduct a feasibility study of creating an SSA to include Central Street and Green Bay Road.

Staff released RFP 18-51, titled “Study and Designation of Central Street Special Service Area (SSA)” on September 27, 2018. Requests were sent directly to the three consulting firms listed below that currently provide SSA feasibility and coordination work, and advertisements were posted in the Pioneer Press, and online in the City website and Demandstar, as per Purchasing guidelines. All proposals for RFP 18-51
were due on October 18, 2018. The City received two proposals, one from PLACE Consulting and one from Teska.

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Address</th>
<th>Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teska</td>
<td>627 Grove Street, Evanston, IL</td>
<td>$24,035</td>
</tr>
<tr>
<td>PLACE Consulting</td>
<td>3701 N. Ravenswood Ave., Suite 205, Chicago, IL</td>
<td>$27,690</td>
</tr>
<tr>
<td>SB Friedman</td>
<td>221 N LaSalle St # 820, Chicago, IL</td>
<td>No response</td>
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</tbody>
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The scope of services to be completed by the consultant, as described in RFP 18-51, are the following: (1) Determine the feasibility of creating a Special Service Area (SSA) in an area comprised of two business districts (study area identified in attached map) and; (2) Provide professional services to manage and coordinate the designation of the SSA.

Specific work related to the SSA feasibility study includes:

- Verify preliminary property inventory work already completed by City staff and conduct fieldwork to determine appropriateness for inclusion in special service area
- Development of list of appropriate properties for inclusion in Special Service Area
- Coordinate with City and business association to finalize SSA boundary
- Establish initial budget for Special Service Area
- Establish Special Service Area governance and management plan in coordination with business association
- Convene one public meeting to present results of feasibility study
- (Optional - only if necessary) Additional public meeting

Specific work related to the coordination of the designation of the SSA includes:

- Development of legal description of Special Service Area boundary
- Development of statement of proposed Special Service Area services
- Creation/Finalize budget for services and proposed tax rate
- Development of Special Service Area designation in coordination with City of Evanston Law Department
- Development of Special Service Area Ordinance establishing levy in coordination with the City of Evanston Law Department
- Convene required public meeting for Special Service Area Designation; tasks include:
  - Development of public hearing notice
  - Create list of recipients for public hearing (owner and taxpayer of record)
  - Develop public hearing meeting notice for newspaper
  - Mail public hearing notice
  - Develop and deliver presentation at public hearing
Teska estimates the total cost of the work is $24,035, plus one to two mailings during the process, which are estimated to be $1,200 to $1,800 per mailing. The $24,035 estimate includes $12,820 for the feasibility study and $11,215 for the designation coordination process. Teska is an Evanston-based business; therefore 100% of the work will be completed by an M/W/EBE firm.

Background:
In 2017, the CSBA indicated to Economic Development staff that there was interest among businesses in this area in pursuing the steps associated with establishing an SSA. This was based on interest in helping the association grow and establish a stable funding stream for merchant and business district activities that range from street beautification (planters, street furniture, etc.) to programmatic needs (event management, marketing support, and organizational management). The Association reported that the annual Evanston Great Merchant Grant, while helpful in basic needs such as banners, planters, and advertising, is not enough to help the group move forward with creating events and other marketing tools to attract more foot traffic. In early July 2018, the CSBA turned in a petition letter to the City requesting assistance to move forward with a feasibility study. The letter was signed by 28 business owners and landlords.

The CSBA, a volunteer business association comprised of Central Street between Eastwood and Hartrey, Green Bay Road between Isabella and Lincoln, and Central Street between Marcy Avenue and Ewing Avenue. Unique to the Central Street merchant district is an approximate half mile gap between the east and west business districts. This gap is entirely residential uses, which will be a key factor during of the study, as residential areas are typically not included in business district oriented special service areas.

Special Service Areas in Illinois Background:
The Illinois State Statute (35 ILCS 200/27-5) defines an SSA as: “a contiguous area within a municipality or county in which special governmental services are provided in addition to those services provided generally throughout the municipality or county, the cost of the special services to be paid from revenues collected from taxes levied or imposed upon property within that area.” SSAs are established through ordinance by the City Council. Property owners within the SSA pay an additional fee through property tax billing for services above and beyond the level of service provided by the municipality. Typical examples include marketing, events, seasonal decorations, sidewalk snow removal, signage, streetscape, and landscaping.

Legislative History:
At the July 25, 2018 Economic Development Committee meeting, the committee directed staff to issue an RFP to study the feasibility of an SSA at the Central Street and Green Bay Road area.
Attachments:
- RFP 18-51 Responses from Teska and PLACE Consulting
- Evaluation Sheet
- RFP 18-51 Study and Designation of Central Street Special Service Area (SSA)
- Map of Study Area
- Petition Letter from the Central Street Business Association
PROPOSAL FOR RFP NUMBER 18-51

STUDY AND DESIGNATION OF CENTRAL STREET SPECIAL SERVICE AREA (SSA)

SUBMITTED TO THE CITY OF EVANSTON
OCTOBER 18, 2018

SUBMITTED BY:
A. COVER LETTER

B. QUALIFICATIONS AND EXPERIENCE OF TESKA ASSOCIATES
   FIRM QUALIFICATIONS
   RELEVANT EXPERIENCE
   REFERENCES
   TESKA CHICAGO METRO SECTION CLIENT MAP

C. APPROACH AND SCOPE OF WORK
   APPROACH
   COMMUNITY ENGAGEMENT
   SCOPE

D. AREA/REGIONAL MANAGERS — TEAM PERSONNEL + PROJECT ROLES

E. FEES — PRICE/COST FORM

F. APPENDIX
   EXHIBIT A: DISCLOSURE OF OWNERSHIP INTERESTS
   EXHIBIT B: ADDITIONAL INFORMATION SHEET
   EXHIBIT C: CONFLICT OF INTEREST FORM
   EXHIBIT D: ACKNOWLEDGMENT OF UNDERSTANDING
   EXHIBIT E: ANTI-COLLUSION AFFIDAVIT AND PROPOSER'S CERTIFICATION
   EXHIBIT F: CITY OF EVANSTON M/W/EBE POLICY
   EXHIBIT G: M/W/EBE PARTICIPATION COMPLIANCE FORM
   EXHIBIT H: M/W/EBE PARTICIPATION WAIVER REQUEST (N/A)
   EXHIBIT I: N/A
   EXHIBIT J: PROFESSIONAL SERVICES AGREEMENT ACKNOWLEDGMENT PAGE

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October 18, 2018

Ms. Linda Thomas  
Purchasing Division  
Room 4200  
Lorraine H. Morton Civic Center  
2100 Ridge Avenue  
Evanston, IL 60201

Dear Ms. Thomas:

Teska Associates, Inc. is pleased to submit this proposal for the feasibility analysis and facilitation of the designation process for the designation of a Special Service Area (SSA) along Central Street in Evanston. Central Street is a very unique business district with a mix of retail stores, businesses and residents with a very distinct character along each section of the corridor. This study will test the feasibility and possible designation of creating an SSA that could add benefits such as marketing efforts, events, landscaping, cleaning, and other services to support the corridor.

Our work with SSAs focuses not only on technical capacity, but innovative outreach and community engagement. Our recent work with SSAs includes: completing the application and facilitating the South Halsted SSA 45 on its reconstitution in 2018, Wicker Park Bucktown SSA 33 Master Plan (which received the state community engagement award from Illinois Chapter of the American Planning Association last year), and currently working with Lincoln Square SSA on a Master Plan for the SSA. All of these projects have focused on demonstrating how the SSA provides value to local businesses, residents, and property owners.

As a proud Evanston business since we opened in 1975, we understand both the needs of small businesses and what it takes for business districts in Evanston to thrive.

Our technical expertise gained by working with SSAs and TIF districts, combined with our community outreach, graphic design and public private finance capabilities will bring a holistic approach to the designation process.

Please let us know if you have any questions about our proposal or would like to set up an interview. Lee Brown can be reached at (847) 563-9721 or lbrown@teskaassociates.com or Scott Goldstein at (847) 563-9724 or sgoldstein@teskaassociates.com.

Sincerely,

[Signature]

Lee Brown, FAICP  
President

[Signature]

Scott Goldstein, FAICP, LEED AP  
Principal
Teska excels at community engagement, technical analysis and understanding how business districts work. Our approach is about more than the numbers — it is about engaging local businesses, residents and landowners to understand SSAs and what they can do to bring value to the district.

Founded in 1975 in Downtown Evanston, Teska is a planning, economic development and urban design firm with 22 professional staff. With a strong foundation in planning, zoning, tax increment financing (TIF), special service areas (SSAs), development economics, community engagement, landscape architecture, and site design, the firm has extensive experience in strengthening and revitalizing business districts, from commercial corridors to transit-oriented districts. Teska has built up its community and economic development practice by working with SSAs, chambers of commerce, and non-profit agencies to enhance the business environment and quality-of-life for residents, businesses, and stakeholders. Our projects integrate cutting edge design, social media, outreach tools, and visualization graphics to enhance the clarity and usability of the plans. Teska believes strongly in community participation and stakeholder processes that help build community consensus and emphasize the importance of partnerships in plan implementation. Our understanding of market dynamics and experience with private clients ensure that projects are market-based and can be implemented.
Provided below is a list of our past projects, which include relevant work experience relating to SSAs, economic development, community development, and public engagement. For more project experience, please visit Teska’s website at: www.teskaassociates.com

- Halsted Street Corridor SSA #45 Reconstitution
- City of Evanston Fountain Square Visioning
- Wicker Park Bucktown SSA #33 Master Plan
- Chatham Cottage Grove SSA #51 Marketing Brochure
- Pulaski Elston Revitalization Plan & TIF Assistance for Thai Town Center
HALSTED STREET CORRIDOR SSA #45
Chicago, Illinois

RECONSTITUTION FOR SSA #45 IN THE WEST PULLMAN NEIGHBORHOOD

Far South CDC provides support and programs for small businesses, property owners, and community members in the West Pullman/Greater Roseland community. SSA #45, which covers the area along the Halsted Street Corridor between 95th Street and 115th Street, promotes investment and development in the community by offering programs and services that focus on property maintenance, beautification, security, business marketing, and economic development.

Teska has been working with Far South CDC on a number of activities. Teska produced a marketing brochure for SSA #45 to promote its programs and services, as well as highlight the socioeconomic characteristics, business successes, and opportunities for growth in West Pullman. Far South CDC utilizes the marketing brochure to promote SSA #45 within the local business community and beyond to attract new businesses and investors to set up shop in West Pullman.

Teska also developed site plans for the redevelopment of a former Jewel food store into a 400 person call center and commercial storefront, and developed a wayfinding program for the SSA (shown below).

Currently, Teska is working with Far South CDC on Reconstitution of SSA #45, to be adopted by City Council in late 2018.
When faced with the need to make improvements to Fountain Square, the City turned to the community for inspiration. Fountain Square plaza has a long history as the cultural and historic center of downtown Evanston and includes a Veterans Memorial and Fountain. Also a place for community gathering, seating, strolling and events, the City is reimagining a Fountain Square that is durable, functional and reflective of community identity.

Teska assisted the City in leading the public outreach and preparing conceptual urban design plans. Public outreach activities included the Fountain Square Post in the plaza, Idea Tip Jars in local businesses, pop up events during a Fall Harvest Festival and social media. Additionally, children’s coloring pages and the annual Public Works snowplow painting contest incorporated a Fountain Square theme to get the younger community members involved. The outcome of the public input included four goals statements that guided four distinctly different concepts:

- An imaginative family friendly play space
- A sustainable and innovative high tech green space
- A vibrant pedestrian oriented event space
- A programmed all-season community fest space

Construction of Fountain Square is currently underway and is anticipated to be complete by the fall of 2018.
WICKER PARK BUCKTOWN SSA 33 MASTER PLAN AND DESIGN GUIDELINES

Wicker Park Bucktown SSA 33 retained Teska Associates and Sam Schwartz Consulting to undertake an update to the SSA 33 Master Plan. The key issues in the plan were to expand on the success of Transit Oriented Development (TOD) zoning incentives, support arts and culture, guide development to support the community vision along commercial corridors, support and attract unique stores and restaurants, and enhance the transportation network which includes three CTA stations (Division, North, and Western), multiple CTA buses, Clybourn Metra Station, and a bike culture second to none in Chicago. Design Guidelines were prepared for each of the major commercial corridors. The SSA is using the plan to prioritize its resources as well as coordinate with three local aldermen, community organizations, and the City of Chicago. CDOT began implementation of transportation improvements almost immediately after adoption of the plan.
MARKETING BROCHURE FOR SSA #51 IN CHATHAM COTTAGE GROVE

Established in the Chatham Cottage Grove community, SSA #51 provides funds to support expanded services and programs for local businesses and property owners. Many of these businesses are part of the Chatham Business Association Small Business Development, Inc., which is a business resource center providing a diverse collection of customized services and programs intended to assist local businesses. From business expansion and strategic planning to technical training and access to capital assistance, Chatham Business Association provides opportunities for growth, networking, collaboration, and certification. The association also administers SSA #51.

Chatham Business Association hired Teska to produce a marketing brochure to promote the programs and services offered by SSA #51, as well as highlight the business culture, thriving entrepreneurs, and socioeconomic characteristics of Chatham Cottage Grove. The marketing brochure also tells the story of the community’s culture and history, tying the community’s legacy to a growing and prospering business environment today and into the future. Chatham Business Association uses the marketing brochure to promote SSA #51 within the local business community, as well as beyond to attract new businesses and investors to establish roots in Chatham Cottage Grove.
PROPOSAL FOR CENTRAL STREET SSA STUDY AND DESIGNATION

TESKA ASSOCIATES, INC.

Potential redevelopment opportunity sites (shown in blue), with the Thai Town Center site on Site #5 at Pulaski and Sunnyside.

PULASKI ELSTON REVITALIZATION PLAN & TIF ASSISTANCE FOR THAI TOWN CENTER

CHICAGO, IL

Redevelopment sites to attract new businesses.
Enhanced broadband infrastructure.
Streetscape enhancement program.
Trail connections to the regional bikeway system.

These are some of the strategic opportunities identified in the Pulaski Elston Revitalization Plan, which Teska Associates, Inc. prepared in collaboration with the Pulaski Elston Business Association (PEBA). Located within the Lawrence/Pulaski TIF District, the community improvement strategies are all eligible TIF expenses aimed at enhancing the economic development and quality-of-life of the Pulaski Elston area.

Working together with the PEBA Board and local stakeholders, Teska identified 6 major recommendations for the Plan, as well as a series of next steps that PEBA can immediately pursue to maintain momentum and begin implementing the strategies.

One project in particular that emerged from the planning effort was the reuse of the former 17th District Police Station to create the home for renowned Thai chef Arun Sampanthavivat’s second Chicago restaurant. Teska assisted Chef Arun and his team with preparing their redevelopment proposal and application for TIF assistance from the City, as well as collaborating with Alderman Laurino’s 39th Ward Office to secure the property for adaptive reuse.

In addition to renovating the old police station into the Taste of Thai restaurant, the building houses space for a Thai American cultural organization and a wellness center. Ultimately, the renovated station building is envisioned as the catalyst to create the Thai Town Center—a premier cultural and commercial center for the City of Chicago. As interest continues to build, other Thai businesses and organizations will locate to the center to invest in the area and provide a unique destination for goods, services, and culture offered by Chicago’s Thai community in the diverse Albany Park neighborhood.

Teska Associates, Inc.
www.TeskaAssociates.com
REFERENCES

**WICKER PARK BUCTOWN SSA #33**  
(Master Plan Community Engagement, Annual Report, Marketing Materials)  
March 2016 - January 2017

Jessica Wobbekind  
Executive Director, Logan Square Chamber  
formerly with Wicker Park Bucktown SSA #33  
3147 West Logan Boulevard  
Chicago, IL 60647  
(773) 489-3222  
jessica@loganchamber.org

**CITY OF EVANSTON**  
(Fountain Square Community Engagement)  
2015-2016  
(Fountain Square Reconstruction)  
2017-2018

Stefanie Levine  
Senior Project Manager  
Department of Public Works  
2100 Ridge Avenue  
Evanston, IL 60201  
(847) 448-8043  
SLevine@cityofevanston.org

**FAR SOUTH CDC/SSA #45**  
(Reconstitution of SSA #4)  
February 2018-Present  
(Site Design/Marketing 115th St. Site, 119th Street Corridor Plan)  
2015-2018

Abraham Lacy  
Executive Director  
9923 S. Halsted Street  
Chicago, IL 60628  
(773) 941-4833  
lacy@farsouthcdc.org

**VILLAGE OF LAKE VILLA**  
(Establishment of Business District, Downtown TIF, Marketing)  
2016-2018

Karl Warwick  
Village Manager  
65 Cedar Avenue  
Lake Villa, IL 60046  
(847) 356-6100  
kwarwick@lake-villa.org
Our approach to studying the feasibility and facilitating the designation for a Central Street SSA is based on the following key principles:

**Strong Business and Community Participation**
Creating an SSA is a big step for a business district. It creates a local governance structure, a funding source and the selection of priorities at the local level. Teska’s experience in community engagement will provide the tools and techniques to seek out input from local businesses and landowners along Central Street.

**Understanding the Different Segments along Central Street**
Central Street is broken up by significant changes along the corridor, including the business district between Central Park and Ewing Street, multi-family residences in the center part of the corridor, and the two commercial areas to the west and east of Green Bay Road. The feasibility analysis will consider these different segments and the advantages of creating a unified SSA versus targeting a smaller geographic area. If a unified SSA is selected, there will be an opportunity for a consistent set of services and marketing for the entire corridor, as well as a broader base to fund SSA services.

**Consensus-Building Strategies**
The SSA is an opportunity to update strategies for economic development for Central Street that will promote ongoing efforts for job growth, business attraction and retention, infrastructure improvements, safety, and community identity through signage and branding. The process itself is an opportunity to conduct outreach, set priorities and build a stronger business community.

**Technical Expertise in Establishing SSA**
Teska has the technical expertise to guide the SSA constitution process. Blending our experience in economic development, public finance, and community engagement, we will conduct due diligence in collecting accurate information, coordinate with the City of Evanston, Central Street Business Association and its partners to keep the project on schedule, and lead a smooth process for property owners, the City, and the community as a whole.

**Effective Delivery of Services**
Our approach will be to demonstrate the value that is provided to taxpayers. We will provide materials and facilitate meetings to educate all property taxpayers of the value of the SSA and what services could be available or expanded by introduction of a SSA on Central Street.

**Diligent Follow Through & Follow-Up Services**
Our approach is always to provide exceptional service and follow-through to our clients and communities we serve. We will provide support throughout the outreach activities during the SSA process, including contacts we have in the community. Our close proximity and knowledge of the area will allow us to reach out one-on-one to businesses and landowners through both formal and informal outreach processes.
Teska is best known for engaging communities by creating the right public process for the project. From Jodi Mariano’s work with the City of Evanston on Fountain Square to winning the American Planning Association Award for Community Outreach this year for the Wicker Park Bucktown SSA 33 Plan, Teska takes the time to set up a process that involves all stakeholders. We have found that different people respond to different types of outreach and materials. We have outlined a variety of techniques in the scope for Central Street SSA.

» Marketing Materials
Our team of designers and engagement experts led by Erin Cigliano will develop materials that speak to the heart of the issue - how to provide quality services at an affordable level to tie Central Street together. We will break down the costs and show an SSA can deliver services that would cost far more if each property-owner and business had to go it alone.

Dollars + Cents
Where does the dough go?
Our budget is driven by our mission and Master Plan (see next page). In 2016, we turned a new leaf by updating our 2009 Master Plan, which had successfully guided our budget for the past 8 years. Below is an overview of how we spent our pocketbook in 2016. Over time, budget categories have shifted; for a detailed look at spending categories from years past, please visit www.wickerparkbucktown.com.

» Project Website and Social Media
In today’s environment, people want the opportunity to participate at their own convenience. It is equally important to get the right message out before any misinformation is spread. We will provide a project website (or content for www.centralstreet-evanston.com) to let people know what is going on every step of the way.
» Informal Meetings
Because we are located in Evanston, we can easily attend informal meetings. We find these are extremely helpful to have in advance of Open Houses and formal meetings. In particular, it is sometimes helpful to sit down with a business owner to hear what their issues and concerns are prior to a meeting.

» Open House
While not required in state legislation, we have built in an Open House to the designation process. Open houses are very important in order to provide as many opportunities as possible to explain the SSA process, why it is important, and what the cost and value will be for property owners.

» Public Meetings and Public Hearing
If all of the other elements are in place, the Public Meeting(s) will not be the first time people hear of the issues. The meetings we design are as interactive as possible, rather than overly formal. This allows for engaging businesses, property owners and residents to understand the function and benefits of creating a SSA.
The scope of services outlined below charts out a path for a comprehensive approach to Central Street SSA study and designation.

### Phase 1: Project Startup (November, 2018 - January, 2019)

#### Task 1.1: Kick-Off Meeting
Teska will meet with the City of Evanston and Central Street Business Association (CSBA) to review the scope of the project, responsibilities and data that will be needed to complete the Feasibility Study.

The team will also discuss the membership and protocols of creating an **Advisory Committee** that will guide the process.

#### Task 1.2: SSA Study Area Map and Service Area Boundary
Accessing GIS data from Cook County and City of Evanston, Teska will gather all mapping information, including parcels, Wards, Enterprise Zones, Tax Increment Financing (TIF) districts, and other jurisdictions and details relevant to the Study Area. Map layers will also include public facilities, recent projects, identified capital improvements, and land use of each parcel. Cook County Class Codes will also be identified to help classify parcels for analysis.

Teska will provide the Study Area Map for the Advisory Committee to make a recommendation on the boundary for the proposed SSA. One of the key issues to address will be the residential blocks between Ewing Avenue and Hartrey Avenue and whether to include residential properties within the SSA.

#### Task 1.3: Compile Data for Feasibility Study
Teska will prepare the draft Feasibility Study which will include:

1. SSA District, Proposed Boundary
2. Brief description of land uses within the boundary
3. Current or pending capital infrastructure improvements
4. Property addresses
5. PIN numbers
6. Property owners and taxpayers of record
7. Assessed valuation
8. Unpaid taxes by PIN number

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**SCOPE OF WORK**

The scope of services outlined below charts out a path for a comprehensive approach to Central Street SSA study and designation.

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Phase 2: Feasibility Study  
(January - February 2019)

Task 2.1: Field Inventory
Teska will conduct a field inventory of the parcels in the SSA Study Area to identify existing land uses, businesses and commercial tenants, above ground public infrastructure conditions, and other physical characteristics of note on properties in the SSA. Photographs of representative parcels and structures will also be taken to document conditions.

Task 2.2: Data Collection
Using Cook County and City of Evanston data resources, Teska will collect parcel PINs and related site data, property owner and taxpayer information, current and historic property taxes, annual tax rates, current and historic property assessed values (AVs), and annual equalization factors to calculate equalized assessed values (EAVs).

Task 2.3: Preparation of SSA Database & Taxpayer List
Using the information and data collected in the previous tasks, Teska will prepare an SSA database and taxpayer list to support the analysis of tax and EAV data for the Study Area and guide the SSA levy assessment in the next phase. The SSA Database will include:

- Worksheet describing the data collection/analysis method
- Worksheet summary data
- Worksheet of Cook County Land Use List and Pie Chart
- Worksheet of data for each PIN number including:
  - 14-digit PIN
  - Property address
  - Name and mailing address of the taxpayer
  - 2017 tax rate
  - 2017 equalization factor
  - Board certified 2017 or 2018 EAV used to calculate tax bill
  - Non-taxable PINs
  - SSA Levy generated based on sample rates
  - Tracking positions of taxpayers (support or oppose)
  - Cook County Class Code

Task 2.4 SSA Levy Assessment
An SSA Levy Assessment spreadsheet will be created that includes the potential tax levy for the SSA at different tax rates, at a range of 0.25% intervals.

Task 2.5 SSA Advisory Committee Meeting #1
Teska will work with the City of Evanston and CSBA to facilitate the first Advisory Committee meeting to review the Feasibility Study, proposed Study Area, and outreach process to involve property owners and community stakeholders.

Task 2.6 SSA Boundary
Teska will work with the City of Evanston Economic Development staff and CSBA to finalize the boundary for the SSA.

Task 2.7 Preliminary Budget
Teska will develop a preliminary budget based on sample rates that would be generated through the SSA that would cover the cost of key services that the City of Evanston, CSBA and Advisory Committee would like to see provided to Central Street.

Task 2.8 Staff Meeting
Meet with City of Evanston & CSBA to review findings and for the City of Evanston the decide whether to proceed with the SSA designation process.
Phase 3: Governance and Management Plan (March - April, 2019)

Task 3.1: Desired Uses of Funds
Teska will prepare a survey that will be distributed by CSBA to all property owners, residents, and constituents within the Study Area and to organizations serving the Study Area. Teska will compile both on-line and written responses to the survey.

In order to inform the need for services, Teska will compile an inventory of Central Street programs and services, recent projects, land use, vacant land and buildings, building conditions, public way/streetscape improvements, transportation/access, public safety, and other elements of the SSA. Items that will be included in the baseline data:

- Number and type of businesses
- Number of employees
- State of cleanliness and maintenance
- Inventory of cultural assets
- Infrastructure and streetscape need inventory (sidewalk, lighting, and crosswalk improvements)
- Marketing and advertising

Teska will compile costs of providing key services identified by CSBA and City of Evanston, such as marketing, landscaping, events, holiday decorations, etc.

The cost of services will be developed into 2-3 budget scenarios that the City of Evanston and CSBA can use in setting the SSA property tax rate.

The Governance and Management Plan will identify responsibilities to manage SSA expenses, staff capacity, and estimated management expenses.

Task 3.2: Governance and Leadership Structure
The SSA Governance and Management Plan will include the management structure including role of the SSA Board, staff, what functions will be managed by the SSA and what the role of the City of Evanston will be in overseeing the SSA.

- SSA Board — oversight, set annual budget, set annual SSA property tax, hire staff, approve contracts
- SSA Staff — day-to-day management, implement programs, prepare RFPs
- City of Evanston — approval of Annual Budget, Annual Plan, approve the annual SSA property tax rate

Task 3.3: Process for Establishing Annual Budget
The Governance and Management Plan will lay out an annual process based on requirements of the City of Evanston, including an annual needs assessment, coordination with the City of Evanston and Cook County Clerk, Assessor and Treasurer, SSA Board recommendation for the annual budget and property tax rate (not to exceed rate approved during constitution of the SSA), and approval by City of Evanston.

Task 3.4: Goals and Objectives
Working with CSBA and the Advisory Committee, metrics of the SSA will be developed including items such as:
- Business retention and attraction
  - Number of new and renewing business licenses
- Assessed values of properties in the SSA
- Rates of vacancy and occupancy
- Cleanliness and maintenance
  - Garbage removal
  - New planting and landscaping
- Residential benefits
  - Change in value over time
- Transit ridership (CTA train and bus, Pace bus, Metra)
Phase 4: Refine SSA Budget and Service Plan (April - May, 2019)

Task 4.1: Refine SSA Proposed Service Plan
Teska will refine a budget and service plan for Central Street SSA that may include items such as:

» Marketing materials that can be used to promote Central Street Evanston
» Special events
» Workshops for local businesses
» Signage, including banners and wayfinding
» Direct services to businesses and property owners such as improving window displays, how to compete online, etc.
» Social media marketing

Task 4.2: Advisory Committee Meeting #2
The second meeting will review and provide input to the Governance and Management Plan, proposed Metrics and SSA District Plan.

Phase 5: Outreach & Public Meetings (March — October, 2019)

Task 5.1: Identification of Public Notice of Meetings
Teska will identify and compile an inventory of the property owners of record addressed to the person or persons in whose name the general taxes for the last preceding year were paid on each property lying within the SSA, per 35 ILCS200/Property Tax Code. This inventory will be used to create the subsequent public notice list for all properties. Teska will work with CSBA’s preferred mass mailing company to prepare and execute all required mailed and published public notification and keep complete records of these notices.

Task 5.2: Informational Mailing & Public Meetings
Teska will prepare materials for an informational mailing that provides notice for the upcoming community meetings, information about SSAs, and information about the proposed Central Street SSA. Teska will provide the materials and mailing database to CSBA to work with its preferred mass mailing company to copy, stuff, and mail the notice. The mailing will be sent at least ten (10) days prior to the first public meeting. Up to two public meetings will be planned and facilitated by Teska, with assistance by CSBA, to obtain input from taxpayers and the general community.

Task 5.3 Facilitate Open House and Public Meetings (March - May, 2019)
Teska will develop the design of, and facilitate, an Open House and up to two Public Meetings with CSBA. Suggested topics for each meeting include:

» Open House: Introduction to SSAs, Need for an SSA, ideas for services (March, 2019)
» Public Meeting #1: Input on District Plan and Services (April, 2019)
» Public Meeting #2: Review Tax Rates, Final District Plan and Services (June, 2019)

Because Teska is located in downtown Evanston, we can easily support additional open houses and informal meetings arranged by CSBA—whether it is just one property owner that needs additional information or an informal group of residents.

Task 5.4: Advisory Committee Meeting #3 (July, 2019)
The third Advisory Committee will review all input from the Public Meetings and the draft application to make a recommendation for submittal of the Application to the City of Evanston.

Task 5.5 Legal Description (July, 2019)
Teska will hire a surveyor or attorney to draft a Legal Description of the SSA boundary to be provided to the City of Evanston, along with a list of all final PINs to be included in the SSA.
**Phase 6: SSA Designation Process (July - October, 2019)**

**Task 6.1: Preparation of SSA Final Documents to the City of Evanston**
Teska will prepare final documents for the City including the Needs Assessment, Metrics, boundary, SSA District Plan and draft legal description.

- Letter of intent
- SSA mission
- Scope of services for the SSA establishment ordinance
- Year 1 Budget
- Year 1 Work Plan
- 5-Year Work Plan Overview
- SSA Commissioner qualification requirements
- SSA Management Plan
- SSA Communication Plan
- Letters of support

**Task 6.2: Taxpayer of Record List for Notice of Meetings (September, 2018)**
Teska will provide a taxpayer of record list for each PIN for the upcoming Public Hearing at City Hall.

**Task 6.3: Public Hearing (October, 2019)**
Teska will provide materials for and attend a public hearing for approval of the Constitution of Central Street SSA, including:
- Public meeting notice for local newspaper
- Prepare for and mail Public Hearing Notice
- Provide presentation at Public Hearing
- Development of Ordinance designating SSA in coordination with City of Evanston’s Law Department and,
- Development of Ordinance establishing levy for SSA in coordination with City of Evanston Law Department.

Teska can also offer ideas for additional public improvements that can be made with SSA funds that have high visibility such as bike racks and other street amenities.

Examples of artistic bike racks
## PROJECT SCHEDULE

<table>
<thead>
<tr>
<th>PHASES - BY MONTH</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1: Project Startup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phase 2: Feasibility Study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phase 3: Governance &amp; Management</td>
<td></td>
<td></td>
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<tr>
<td>Phase 4: Refine Service Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phase 5: Outreach and Community Meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phase 6: Designation Process</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TIMELINE

- **Public Meeting**
- **Public Hearing**
- **Advisory Committee Meeting**
- **Open House**
- **Public Meeting**
Scott Goldstein, AICP, LEED AP ➔ TESKA ➔ PROJECT MANAGER

Scott will serve as project manager, lead contact from Teska, and will oversee all aspects of the project. He brings over 25 years of experience in planning, community development, and economic development. After joining Teska in 2007, he has led community and economic development initiatives in several SSAs in Chicago including Wicker Park Bucktown SSA #33, Far South Halsted SSA #45, Little Village SSA #25, and Chatham SSA #51.

Prior to joining Teska, Scott was vice president of policy and planning at the Metropolitan Planning Council (MPC) from 1995-2007, where he oversaw policy development and technical assistance for the organization. He designed MPC’s community building initiative, which provided assistance to over two dozen communities throughout the greater Chicago region.

Scott is currently member of the ULI Chicago Advisory Board and teaches at Northwestern University’s MPPA program. He received his BA from Tufts University and MSUP from Columbia University. He is former chair of the Village of Wilmette Plan Commission where he oversaw the downtown plan, zoning rewrite, and first major downtown development project in over 30 years.

Lee Brown, FAICP ➔ TESKA ➔ PRESIDENT

Lee Brown has more than 35 years of experience as an urban planner, working for municipalities in the Chicago metro area and a variety of communities throughout the country. In the Midwest, Mr. Brown has led planning efforts in small towns, mature suburbs, and urban neighborhoods building partnerships and forging consensus for change. In addition to strategic, long range, comprehensive planning for neighborhoods and communities, Mr. Brown’s primary focus has been on business district revitalization, including the preparation and implementation of target economic development strategies, site specific private developer recruitment, tax increment financing, and public-private partnerships.

Mr. Brown has been a leader in developing strategies for community development. His work in Greensboro, North Carolina has led to award-winning community development projects. He has led numerous sustainable and strategic planning efforts, including corridor plans that have sparked redevelopment and reinvestment around the University of North Carolina Greensboro campus.

Jodi Mariano, PLA, ASLA ➔ TESKA ➔ PRINCIPAL

Jodi Mariano, Principal with Teska and lead urban designer, has experience in urban planning, landscape architecture, and architectural design. Jodi has directed public processes which have resulted in useful master plans, successful funding applications, and dynamic implementation projects. Her work is recognized for its sensitivity to historic and cultural resources. In recent years she has completed numerous streetscape, signage and public place plans, including high profile streetscapes in Downtown Evanston (Fountain Square Visioning and Renovations, Sherman Plaza, Maple Avenue Theater District, Chicago Avenue) and throughout Northwestern University’s Evanston Campus. Jodi will work with the community and with the SSA to develop ideas for future innovative programs and public improvements.
Erin Cigliano, AICP >> TESKA >> SENIOR ASSOCIATE / ENGAGEMENT & DESIGN SPECIALIST

Erin will provide outreach support, including preparing promotional materials and social media outreach for the SSA. Working at Teska since 2006, she brings creativity and innovation to the engagement process by mixing her experience in planning, marketing, and interactive design. By merging the application of engagement mediums, Erin is able to effectively build project momentum and optimize outreach efforts. Erin was the senior planner for the Wicker Park Bucktown SSA #33 Master Plan and designed outreach materials for Chatham Cottage Grove SSA #51 and Far South SSA #45.

Erin received her Bachelors of Urban Planning from the University of Illinois at Urbana-Champaign in 2006, graduating first in her major and receiving the AICP Outstanding Student Award two years in a row. She currently serves on the Wabash Lights Advisory Board and is a member of the Illinois Chapter of the American Planning Association, American Institute of Certified Planners, and American Institute of Graphic Arts (AIGA).

Carol Brobeck >> TESKA >> ASSOCIATE

As a new resident of the Evanston area, Carol will lend her first-hand knowledge of Evanston and her skills in demographic and market analysis, mapping, and research to understand the unique needs of the community. Her interests and experience range from economic development strategies including TIF districts and the unique needs of communities working to revitalize. She is bilingual (Spanish/English) and has extensive experience with diverse groups of people. Carol received her Master’s degree in Urban Planning from the University of Illinois at Urbana-Champaign and her undergraduate degree in Spanish and Sociology from Berea College. She is an active member of the American Planning Association.

COMMUNITY-BASED APPROACH

ARRAY OF SERVICES THAT THE TESKA TEAM PROVIDES TO SSA’s AND BUSINESS DISTRICTS

SSA CONSULTING: Teska provides an array of SSA consulting services, from application and work plan strategy development to marketing and follow-up technical, planning, and design services that may be funded by the SSA.

TIF CONSULTING: Teska has established 60+ TIF districts throughout the Chicago area, including field study, data collection, TIF eligibility, development plan preparation, and annual reporting tasks. We have also assisted property owners with securing TIF funding assistance to support their projects.

MASTER PLANNING: Our work with Wicker Park Bucktown SSA #33 and current work with Alderman Arena in Jefferson Park brings a broad perspective in ways to improve economic investment while responding to rising rents and pressures on small businesses.

MARKETING: Teska prepared marketing brochures for SSA #45 (103rd/Halsted) and SSA #51 (Chatham Cottage Grove) that include identification of local assets, demographics, and reasons for investment in the SSAs. We have experience designing community and business outreach processes to support economic and community development efforts. Our goal is to get ahead of the curve by educating residents and businesses about how new projects will benefit them and their neighbors.

URBAN DESIGN: Our work in public spaces from Fountain Square in Evanston, to the Near North Neighborhood of Chicago, to downtown Winnetka brings an understanding of the unique aspects of each business district to create memorable spaces.

RELATIONSHIP BUILDING: Teska has a long relationship with neighborhood-based development corporations to plan and implement projects that improve communities.

Community outreach and education are essential to build support for the SSA.
The budget for Teska Associates is $24,035 including all professional fees, survey and legal description. The total cost of the project, including additional estimated direct expenses, is also listed below.
## PRICE/COST FORM

<table>
<thead>
<tr>
<th>Description of Scope of Services</th>
<th>Total Time</th>
<th>Hourly Rate</th>
<th>Total Time</th>
<th>Hourly Rate</th>
<th>Total Cost to Complete Task</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sect. 1 Special Service Area Feasibility Study:</strong> Work with the City of Evanston’s Economic development staff and neighborhood merchant groups to study feasibility of Special Service Area</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verify preliminary property inventory work already completed by City staff and conduct fieldwork to determine appropriateness for inclusion in special service area</td>
<td>8</td>
<td>155</td>
<td>8</td>
<td>125</td>
<td>2,240</td>
</tr>
<tr>
<td>Development of list of appropriate properties for inclusion in Special Service Area</td>
<td>8</td>
<td>155</td>
<td>10</td>
<td>125</td>
<td>2,490</td>
</tr>
<tr>
<td>Coordinate with City and business association to finalize SSA</td>
<td>6</td>
<td>155</td>
<td>6</td>
<td>125</td>
<td>1,680</td>
</tr>
<tr>
<td>Establish initial budget for Special Service Area</td>
<td>6</td>
<td>155</td>
<td>6</td>
<td>125</td>
<td>1,680</td>
</tr>
<tr>
<td>Establish Special Service Area governance and management plan in coordination with business association</td>
<td>6</td>
<td>155</td>
<td>8</td>
<td>125</td>
<td>1,930</td>
</tr>
<tr>
<td>Convene one public meeting to present results of feasibility study</td>
<td>6</td>
<td>155</td>
<td>6</td>
<td>125</td>
<td>1,680</td>
</tr>
<tr>
<td>(Optional - only if necessary) Additional public meeting</td>
<td>4</td>
<td>155</td>
<td>4</td>
<td>125</td>
<td>1,120</td>
</tr>
<tr>
<td><strong>TOTAL COST FOR SPECIAL SERVICE AREA FEASIBILITY STUDY</strong></td>
<td>44</td>
<td>$155</td>
<td>48</td>
<td>$125</td>
<td>$12,820</td>
</tr>
</tbody>
</table>

| **Sect. 2 Special Service Area Designation Coordination:** Coordination of the Special Service Area designation. Tasks include the | | | | | |
| Development of legal description of Special Service Area | | | | | 3,500 |
| Development of statement of proposed Special Service Area | 6 | 155 | 6 | 125 | 1,680 |
| Creation/Finalize budget for services and proposed tax rate | 6 | 155 | 2 | 125 | 1,180 |
| Development of Special Service Area designation in coordination with City of Evanston Law Department | 4 | 155 | | 125 | 620 |
| Development of Special Service Area Ordinance establishing levy in coordination with the City of Evanston Law Department | 4 | 155 | | 125 | 620 |
| Convene required public meeting for Special Service Area Designation; tasks include: | 4 | 155 | 6 | 125 | 1,370 |
| - Development of public hearing notice | | | 155 | 2 | 125 | 250 |
| - Create list of recipients for public hearing (owner and taxpayer of record) | 2 | 155 | 6 | 125 | 1,060 |
| - Develop public hearing meeting notice for newspaper | | | 155 | 1 | 125 | 125 |
| - Mail public hearing notice | | | 155 | 4 | 125 | 500 |
| - Develop and deliver presentation at public hearing | | | 155 | | 125 | 310 |
| **TOTAL COST FOR SPECIAL SERVICE AREA DESIGNATION (Total)** | 28 | $155 | 27 | $125 | $11,215 |

**TOTAL COST FOR SCOPE OF SERVICES** | | | | | $24,035 |

Note, budget does not include direct expenses for first-class mailings. Each mailing is estimated between $1,200 and $1,800. for printing and postage. Two mailings are recommended during the course of the project.
<table>
<thead>
<tr>
<th>Exhibit</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit A: Disclosure of Ownership Interests</td>
<td>25</td>
</tr>
<tr>
<td>Exhibit B: Additional Information Sheet</td>
<td>28</td>
</tr>
<tr>
<td>Exhibit C: Conflict of Interest Form</td>
<td>29</td>
</tr>
<tr>
<td>Exhibit D: Acknowledgment of Understanding</td>
<td>30</td>
</tr>
<tr>
<td>Exhibit E: Anti-Collusion Affidavit and Proposer’s Certification</td>
<td>31</td>
</tr>
<tr>
<td>Exhibit F: City of Evanston M/W/EBE Policy</td>
<td>32</td>
</tr>
<tr>
<td>Exhibit G: M/W/EBE Participation Compliance Form</td>
<td>33</td>
</tr>
<tr>
<td>Exhibit H: M/W/EBE Participation Waiver Request (N/A)</td>
<td>35</td>
</tr>
<tr>
<td>Exhibit I: N/A</td>
<td>36</td>
</tr>
<tr>
<td>Exhibit J: Professional Services Agreement Acknowledgment Page</td>
<td>37</td>
</tr>
</tbody>
</table>
Exhibit A

DISCLOSURE OF OWNERSHIP INTERESTS

The City of Evanston Code Section 1-18-1 et seq. requires all persons (APPLICANT) seeking to do business with the City to provide the following information with their proposal. Every question must be answered. If the question is not applicable, answer with "NA".

APPLICANT NAME: ___Teska Associates, Inc.__________________________

APPLICANT ADDRESS: ___627 Grove Street, Evanston, IL 60201______________________

TELEPHONE NUMBER: ___(847) 563-9724______________________

FAX NUMBER: ___(847)869-2059______________________

APPLICANT is (Check One)______________________
(X) Corporation
( ) Partnership
( ) Sole Owner
( ) Association

Other ( ) ________________________________

Please answer the following questions on a separate attached sheet if necessary.

SECTION I - CORPORATION

1a. Names and addresses of all Officers and Directors of Corporation.

Lee Brown, President and Nicholas Patera, Senior Vice President and Secretary and Sara Voelz, Treasurer, Teska Associates, 627 Grove Street, Evanston, IL 60201; Michael Hoffman, Vice President, Teska Associates, Lockport Street, Suite 109, Plainfield, IL 60544

1b. (Answer only if corporation has 33 or more shareholders.)

Names and addresses of all those shareholders owning shares equal to or in excess of 3% of the proportionate ownership interest and the percentage of shareholder interest. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material required herein.)

________________________________________

________________________________________

________________________________________

Revised 10-14 (09-17)
1c.  
(Answer only if corporation has fewer than 33 shareholders.)
 Names and addresses of all shareholders and percentage of interest of each herein.
(Note: Corporations which submit S.E.C. form 10K may substitute that statement for the
 material requested herein.)

Lee Brown, 33%
Nicholas Patera, 33%
Mike Hoffman, 33%

SECTION 2 - PARTNERSHIP/ASSOCIATION/JOINT VENTURE

2a.  The name, address, and percentage of interest of each partner whose interests therein,
 whether limited or general, is equal to or in excess of 3%.

2b.  Associations: The name and address of all officers, directors, and other members with
 3% or greater interest.

SECTION 3 - TRUSTS

3a.  Trust number and institution.

3b.  Name and address of trustee or estate administrator.

3c.  Trust or estate beneficiaries: Name, address, and percentage of interest in total entity.
SECTION 4 - ALL APPLICANTS - ADDITIONAL DISCLOSURE

4a. Specify which, if any, interests disclosed in Section 1, 2, or 3 are being held by an agent or nominee, and give the name and address of principal.

N/A

____________________________

____________________________

____________________________

4b. If any interest named in Section 1, 2, or 3 is being held by a "holding" corporation or other "holding" entity not an individual, state the names and addresses of all parties holding more than a 3% interest in that "holding" corporation or entity as required in 1(a), 1(b), 1(c), 2(a), and 2(b).

N/A

____________________________

____________________________

____________________________

4c. If "constructive control" of any interest named in Sections 1, 2, 3, or 4 is held by another party, give name and address of party with constructive control. ("Constructive control" refers to control established through voting trusts, proxies, or special terms of venture of partnership agreements.)

N/A

____________________________

____________________________

____________________________

I have not withheld disclosure of any interest known to me. Information provided is accurate and current.

Date

Signature of Person Preparing Statement

Title

ATTEST:

Notary Public

Commission Expires: 1/19/2020

Revised 10-14 (09-17)
EXHIBIT B
ADDITIONAL INFORMATION SHEET

Proposal Name: ___Study and Designation of Central Street SSA

Proposal Number #: ___18-51______________________________________

Company Name: ___Teska Associates, Inc.__________________________

Contact Name: ___Scott Goldstein_______________________________

Address: ___627 Grove Street____________________________________

City, State, Zip: ___Evanston, IL 60201___________________________

Telephone/FAX: # ____(847) 563-9724, (847) 869-2059_____________

E-mail: ___sgoldstein@teskaassociates.com________________________

Comments: ______________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
Exhibit C

CONFLICT OF INTEREST FORM

Lee M. Brown, President, hereby certifies that it has conducted an investigation into whether an actual or potential conflict of interest exists between the bidder, its owners and employees and any official or employee of the City of Evanston.

Proposer further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if bidder/Proposer has not disclosed any actual or potential conflict of interest, the City of Evanston may disqualify the bid/proposal.

Teska Associates, Inc.

(Name of Bidder/Proposer if the Bidder/Proposer is an Individual)
(Name of Partner if the Bidder/Proposer is a Partnership)
(Name of Officer if the Bidder/Proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public.
Subscribed and Sworn to this 16th day of October, 2015

Amy Riseborough
Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the bid/proposal.
Exhibit D

ACKNOWLEDGEMENT OF UNDERSTANDING

THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED

The undersigned hereby certifies that they have read and understand the contents of this solicitation and attached service agreements, and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this document, the Proposer hereby certifies that they are not barred from bidding on this contract as a result of bid rigging or bid rotating or any similar offense (720 ILCS S/33E-3, 33E-4).

Authorized Signature: ____________________________
Company Name: Teska Associates, Inc.
Typed/Printed Name: Lee Brown
Date: 10/10/18
Title: President
Telephone Number: (847) 563-9721
Email: lbrown@teskaassociates.com
Fax Number: (847) 869-2059

Revised 10-14 (09-17)
Exhibit E

ANTI-COLLUSION AFFIDAVIT AND PROPOSER’S CERTIFICATION

Lee M. Brown, being first duly sworn,
deposes and says that he is President
(Partner, Officer, Owner, Etc.)
of Teska Associates, Inc.
(Proposer)
The party making the foregoing proposal or bid, that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.
The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)
The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this 10th day of October, 2018

Amy G. Riseborough
Notary Public

Commission Expires: 1/19/2020

Failure to complete and return this form may be considered sufficient reason for rejection of the bid.
EXHIBIT F
CITY OF EVANSTON M/W/EBE POLICY

A City of Evanston goal is to provide contracting and subcontracting opportunities to Minority Business Enterprises, Women Business Enterprises, and Evanston Business Enterprises. The goal of the Minority, Women and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. To assist such growth, the City's goal is to have general contractors utilize M/W/EBEs to perform no less than 25% of the awarded contract.

Firms bidding on projects with the City must work to meet the 25% goal or request a waiver from participation. It is advised that bidders place advertisements requesting subcontractors and that they email or contact individual firms that would be appropriate to partner in response to the project. For samples of possible advertisements, see the City of Evanston’s Business Diversity Section http://www.cityofevanston.org/business/business-diversity/ (Sample Advertisement). If you request a paper copy of the additional documents, it will be available free of charge from the Purchasing Office, 2100 Ridge Road Suite 4200, Evanston, IL 60201.

If a bidder is unable to meet the required M/W/EBE goal, the Bidder must seek a waiver or modification of the goal on the attached forms. Bidder must include:

1. A narrative describing the Bidder's efforts to secure M/W/EBE participation prior to the bid opening.
2. Documentation of each of the assist agencies that were contacted, the date and individual who was contacted, and the result of the conversation (see form)
3. A letter attesting to instances where the bidder has not received inquiries/proposals from qualified M/W/EBEs
4. Names of owners, addresses, telephone numbers, date and time and method of contact of qualified M/W/EBE who submitted a proposal but were not found acceptable.
5. Names of owners, addresses, telephone numbers, date and time of contact of at least 15 qualified M/W/EBEs the bidder solicited for proposals for work directly related to the Bid prior to the bid opening (copies must be attached).

If a bidder is selected with a Subcontractor listed to meet the M/W/EBE goal, a “monthly utilization report” will be due to the City prior to each payment being issued to the Contractor. This report will include documentation of the name of the firm hired, the type of work that firm performed, etc. Should the M/W/EBE not be paid according to the schedule proposed in this document, the City reserves the right to cancel the contract. Examples of this monthly form can be found on the City’s website: http://www.cityofevanston.org/business/business-diversity/ (M/W/EBE Monthly Utilization Report).
Exhibit G

M/W/EBE PARTICIPATION COMPLIANCE FORM

I do hereby certify that ____________ (Name of firm) intends to participate as a Subcontractor or General Contractor on the project referenced above.

This firm is a (check only one):

____ Minority Business Enterprise (MBE), a firm that is at least 51% managed and controlled by a minority, certified by a certifying agency within Illinois.

____ Women’s Business Enterprise (WBE), a firm that is at least 51% managed and controlled by a woman, certified by a certifying agency within Illinois.

____ Evanston Based Enterprise (EBE), a firm located in Evanston for a minimum of one year and which performs a “commercially useful function”.

Total proposed price of response $ 24,035
Amount to be performed by a M/W/EBE $ 24,035
Percentage of work to be performed by a M/W/EBE 100 %

Information on the M/W/EBE Utilized:

Name TESKA ASSOCIATES, INC. AS GENERAL CONTRACTOR
Address 1021 GROVE ST., EVANSTON, IL 60201
Phone Number 847-869-2017
Signature of firm attesting to participation

Title and Date President 10/16/18

Please attach

1. Proper certification documentation if applying as a M/WBE and check the appropriate box below. This M/WBE will be applying with documentation from:

☐ Cook County ☐ State Certification
☐ Federal Certification ☐ Women’s Business Enterprise National Council
☐ City of Chicago ☐ Chicago Minority Supplier Development Council

2. Attach business license if applying as an EBE

Revised 10-14 (09-17)
THIS LICENSE EXPIRES 12/31/18

This license must be prominently displayed on the business premises at all times.

Federal Law.

Issued, not sold, this license serves to authorize any business practice other than the purpose for which it was issued. The license shall not apply with all applicable City, State, and Federal Law.

This business license authorizes the licensee to operate said business at said location under Title 3 of the Evanston City Code and to conduct business in the manner outlined by the Evanston City Code. This license shall not be assigned, sold, or transferred, and shall not authorize any person, entity or organization to conduct business other than the person, entity, or organization to which it has been assigned.

EVANSTON, IL 60201
627 GROVE ST

F  |  APPENDIX

PROPOSAL FOR CENTRAL STREET SSA STUDY AND DESIGNATION

TESKA ASSOCIATES, INC.

COMMUNITY DEVELOPMENT DEPARTMENT

GENERAL BUSINESS LICENSE

CITY OF EVANSTON
Exhibit H

M/W/EBE PARTICIPATION WAIVER REQUEST

I am ___________________ of ___________________, and I have authority to
(Title) (Name of Firm)
execute this certification on behalf of the firm. I ___________________ do
(Name)
hereby certify that this firm seeks to waive all or part of this M/W/EBE participation goal
for the following reason(s):

(CHECK ALL THAT APPLY. SPECIFIC SUPPORTING DOCUMENTATION MUST BE
ATTACHED.)

_____ 1. No M/W/EBEs responded to our invitation to bid.

_____ 2. An insufficient number of firms responded to our invitation to bid.
   For #1 and #2, please provide a narrative describing the outreach efforts
   from your firm and proof of contacting at least 15 qualified M/W/EBEs
   prior to the bid opening. Also, please attach the accompanying form
   with notes regarding contacting the Assist Agencies.

_____ 3. No subcontracting opportunities exist.
   Please provide a written explanation of why subcontracting is not
   feasible.

_____ 4. M/W/EBE participation is impracticable.
   Please provide a written explanation of why M/W/EBE participation is
   impracticable.

Therefore, we request to waive ____ of the 25% utilization goal for a revised goal of ____%.

Signature: ___________________________ Date: ____________
(Signature)

Revised 10-14 (09-17)
### EXHIBIT 1

**Construction Contractors' Assistance Organizations ("Assist Agencies") Form**

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>DATE CONTACTED</th>
<th>CONTACT PERSON</th>
<th>RESULT OF CONVERSATION</th>
</tr>
</thead>
</table>
| Association of Asian Construction Enterprises (AAACE)  
5500 Touhy Ave., Unit K  
Skokie, IL 60077  
Phone: 847/5259693  
Perry Nakachi, President | | | |
| Black Contractors United (BCU)  
400 W. 76th Street  
Chicago, IL 60620  
Phone: 773/483-4000; Fax: 773/483-4150  
Email: bcu.newera@ameritech.net | | | |
| Chicago Minority Business Development Council  
105 West Adams Street  
Chicago, Illinois 60603  
Phone: 312-755-8880; Fax: 312-755-4805  
Email: info@chicagomsdc.org  
Shelia Hill, President | | | |
| Evanston Minority Business Consortium, Inc.  
1018 Darrow Avenue  
Evanston, Illinois 60202  
Phone: 847-492-0177  
Email: embcinc@aol.com | | | |
| Federation of Women Contractors  
5650 S. Archer Avenue  
Chicago, Illinois 60638  
Phone: 312/360-1122; Fax: 312/360-0239  
Email: FWCCharleston@aol.com  
Contact Person: Beth Doria  
Maureen Jung, President | | | |
| Hispanic American Construction Industry (HACIA)  
901 W. Jackson, Suite 205  
Chicago, IL 60607  
Phone: 312/666-5910; Fax: 312/666-5692  
Email: info@baclaworks.org | | | |
| Women's Business Development Center  
8 S. Michigan Ave., Suite 400  
Chicago, Illinois 60603  
Phone: 312-853-3477; Fax: 312-853-0145  
Email: wbdc@wbdc.org  
Carol Dougal, Director | | | |

**PLEASE NOTE:*** Use of Construction Contractor's Assistance Organization (Assist Agencies') Form and agencies are for use as a resource only. The agencies and or vendors listed are not referrals or recommendations by the City of Evanston.

 Revised 10-14 (09-17)
Exhibit J

Professional Services Agreement Acknowledgement Page

The City has attached its standard professional services agreement as an exhibit to this RFP. Identify all exceptions to the agreement that would prevent your firm from executing it. The City shall not consider or negotiate regarding exceptions submitted at any time after the submission of the Proposer’s response. Please check one of the following statements:

✓ I have read the professional services agreement and plan on executing the agreement without any exceptions.

______ My firm cannot execute the City’s standard professional service agreement unless the exceptions noted below or in the attached sample professional services agreement are made.

***Please be aware that submitting exceptions to the contract may impact the likelihood of your firm being selected to perform this work.

List exceptions in the area below:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Authorized Signature: [Signature]  Company Name: TESKA ASSOCIATES, INC.

Typed/Printed Name and Title: Lee M. Brown  Date: 10/16/18

Revised 10-14 (09-17)
October 18, 2018

Linda Thomas
Purchasing Specialist
Lorraine H. Morton Civic Center
2100 Ridge Avenue, Room 4200
Evanston, IL 60201

Dear Ms. Thomas:

**PLACE Consulting, Inc.** is pleased to submit this proposal in response to the City of Evanston’s Request for Proposals for the Study and Designation of the Central Street Special Service Area and to provide professional services to manage and coordinate the designation of the SSA. We understand that this effort is being requested by merchant groups who will be involved in the process along with the City of Evanston. Given our extensive experience with and expertise in SSA constitution, reconstitution, expansion and professional program management, we are confident that we are the best firm for this project. In addition, **PLACE** also offers exceptional real estate analysis and community participation skills.

Per the instructions in the RFP, as an authorized principal of the firm, I offer the following information in addition to our proposal and am available to answer any questions:

**Firm Name:** PLACE Consulting, Inc.
**Address:** 3701 N. Ravenswood, Suite 204, Chicago, IL 60613
**Phone Number:** 773.453.9525

PLACE is an award-winning consulting firm that champions neighborhood and business district revitalization. We help clients envision their future, ground dreams in implementable plans, and organize themselves to achieve their visions. We offer strategic planning, market analysis, redevelopment planning, business attraction/retention and capacity building services. Led by former community development practitioners, PLACE offers its clients intimate knowledge of both the challenges confronting economic development organizations and the importance of honoring the input of local stakeholders while delivering inspiring, yet realistic, plans and products. PLACE is also a certified WBE.

We look forward to having the opportunity to learn more about the project and to give you a more complete introduction to us. Thank you for your consideration.

Sincerely,

Kimberly Bares
President
Proposal for Central Street Special Service Area

**BY THE NUMBERS**

Chosen consultant for **70%** of Chicago’s **SSA creations and renewals**

Provided SSA program management and interim executive leadership services for **8 organizations**

Completed **26 SSA-funded projects** in **16 SSA districts**

---

**Where We Work**

LEGEND

- SSA Creation/Renewal
- SSA-Funded Projects
- SSA Executive Leadership
The **PLACE** Approach

**Partnership**

- PLACE acts as peers, advisors and confidants to client partners, creating an ally for you
- PLACE helps client partners to build and strengthen partnerships to leverage resources and talents

**Choices**

- PLACE provides scenarios involving boundaries, budgets, programs, and your relevant factors to assist you in choosing the best option for your community

**Informed Case**

- PLACE anticipates every detail of SSA creation to equip you with answers and find solutions
- PLACE provides clear and transparent data to engender confidence and inspiration with SSA stakeholders

**Capacity Building**

- PLACE draws on its 20+ years of team experience and best practices as industry thought leaders and practitioners to help you continue to grow your SSA management capacity and generate revenue
Table of Contents

1. Qualifications and Experience of Firm........................page 4
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3. Fees............................................................................page 17
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5. Exhibits.......................................................................page 19
Qualifications and Experience of Firm

PLACE is an award-winning consulting firm that champions neighborhood and business district revitalization. We help clients envision their future, ground dreams in implementable plans, and organize themselves to achieve their visions. We offer land use and strategic planning, market analysis, redevelopment planning, business attraction/retention and capacity building services.

PLACE has focused its consulting efforts on programs related to Special Service Areas (SSAs) and commercial corridor planning, especially creation and renewal of SSAs, business district analysis and economic plans. We have completed nearly 40 projects with more than 30 clients throughout the Chicago area in a variety of communities: Michigan Avenue both on the Gold Coast and on the far south side, in Little Village and Lincoln Park, and with all five chambers/organizations in Lakeview. We have worked in the City of Evanston on four separate projects with the City of Evanston, Downtown Evanston, the Main Dempster Mile, and the Evanston Chamber of Commerce.

We have substantial experience in data analysis and have successfully handled all data collection and creation of required databases. Our data analysis includes a summary of highest, lowest and average costs for various property owners based on class and/or EAV.

Our firm is unique in that the people associated with PLACE are or have been community development practitioners, SSA program managers, and economic development professionals; we understand the work that cities and chambers of commerce do and the importance of honoring the input of local stakeholders while delivering practical and realistic plans and products. We are a small firm and therefore can be nimble and responsive to our clients’ needs. Our firm composition will assist us as we confidently execute the scope of services for the constitution of the Central Street SSA.
Qualifications and Experience of Firm

PLACE project experience with other contracts similar in scope, size, and discipline includes:

Creation and Reconstitutions of Special Service Areas in Chicago
Chicago, IL
2007 – present

PLACE has assisted more than thirty Chicago area business districts with the process of creating and reconstituting their Special Service Areas (SSAs). By designing a consistent process that meets submittal requirements, we accomplish multiple objectives: submit successful creation/reconstitution applications, build capacity of local organizations to manage their business districts, and generate support and knowledge within the community for this powerful community economic development tool.

Our initial step with these projects is to assist, as needed, with the creation of an advisory committee of stakeholders to guide deliberations on the specifics of the SSA (boundaries, tax rate, tax rate cap, budget, services provided, etc.) and to take the results of their discussions to the larger community in the form of recommendations. We advise our clients to include both champions of the SSA concept on their advisory committees as well as naysayers who will help be a barometer for skeptics in the community.

By analyzing PIN information on all properties, PLACE helps clients project potential revenue scenarios and calculate necessary tax levies to accomplish their work plan objectives. By the end of the process, the advisory committees are well-versed regarding in the specifics of an SSA as a tool, having developed a vision for the SSA, been familiarized with property data and EAV analysis, explored boundary options, reviewed the results of needs assessment surveys distributed throughout the community, prepared a budget and work plan, and identified key metrics to track the effectiveness of the SSA. PLACE also assists with developing strategies for community outreach and engagement to garner community feedback and support.

Our Chicago client list includes:

- Downtown Evanston
- Main Dempster Mile
- Chicago Loop Alliance | SSA #1
- Chinatown Chamber of Commerce | SSA #73
- Old Town Merchants and Residents Association | SSA#48
- Calumet Area Industrial Commission | SSAs #40, #41 and #72
- Lincoln Park Chamber of Commerce | Lincoln Avenue SSA #35
- Lincoln Square Ravenswood Chamber of Commerce | SSA #21
- Magnificent Mile Association | Proposed Michigan Avenue SSA
- West Town Chamber of Commerce | West Town SSA #29
- Lincoln Park Chamber of Commerce | Lincoln Avenue SSA #35 and Clark Street SSA #23
Qualifications and Experience of Firm

- West Ridge Chamber of Commerce | Devon Avenue SSA #43
- West Central Association | Greektown SSA #16
- South East Chicago Commission | Hyde Park SSA #61
- North River Commission | Albany Park SSA #60
- Morgan Park/Beverly Hills Business Association | Western Avenue SSA #20 and Walden SSA #65
- Rogers Park Business Alliance | Clark/Morse/Glenwood SSA #24 and Sheridan Road SSA #54
- The Resurrection Project | Proposed Greater Pilsen SSA
- Northwest Community Corporation | Proposed Irving Park SSA
- Jefferson Park Chamber of Commerce | Proposed Jefferson Park SSA
- South Chicago Chamber of Commerce | South Chicago SSA #5
- Andersonville Chamber of Commerce | Andersonville SSA #22
- Edgewater Chamber of Commerce | Edgewater SSA #26
- Mt. Greenwood Community and Business Association | Mt. Greenwood SSA #55
- Quad Communities Development Corporation | Bronzeville SSA #56 and Bronzeville SSA #47
- Central Lakeview Chamber of Commerce | Central Lakeview SSA #17
- Lakeview Chamber of Commerce | Lakeview SSA #27
- Lakeview East Chamber of Commerce | Lakeview East SSA #8
- Northalsted Business Alliance | Halsted Street SSA #18

Our municipal clients in Illinois include:

City of Chicago
City of Evanston
City of Park Ridge
City of DeKalb
Qualifications and Experience of Firm

Evanston SSA #4 Reconstitution
Evanston, IL
July, 2018 – Present

PLACE is currently working with Downtown Evanston to guide the organization through the renewal and potential expansion of SSA #4 located in downtown Evanston. This effort requires careful consideration and evaluation of various boundary and service options. PLACE is guiding Downtown Evanston and the SSA Advisory Committee as they consider the different potential scenarios. This process includes a detailed analysis of all properties in the existing SSA and potential new additions to evaluate various budget and tax rate scenarios. PLACE is also assisting Downtown Evanston with the public outreach and approval process.

Client: Downtown Evanston
Contact: Annie Coakley, Executive Director
Email: acoakley@downtownevanston.org
Telephone: 847.570.4724
Proposal for Central Street Special Service Area

State Street SSA #1 Reconstitution
Chicago, IL
February, 2014 – December, 2015

PLACE was engaged by the Chicago Loop Alliance (CLA) to guide the organization through the renewal and expansion of SSA #1 located in downtown Chicago along State Street. This effort required careful consideration and evaluation of three options for renewal and expansion: simple renewal of the existing SSA, termination of the existing SSA and the creation of a new SSA with the former and expanded area geography, or renewal of the existing SSA and the creation of a new abutting SSA. PLACE helped CLA and the SSA Advisory Committee consider the pros and cons of the options. The real estate impacts were significant and the exploration involved engagement of a variety of stakeholders, including corporate property owners, educational institutions, individual property and business owners, the Building Owners and Managers Association, and downtown resident groups. Given the scope of both the geographic area and financial impact on property owners, PLACE assisted CLA through a two-year process of building consensus on the final proposal for renewal of the SSA. Public meetings were held to share options with the community and shape the final application, which was submitted to the City in 2015.

Client: Chicago Loop Alliance
Contact: Michael Edwards, President and CEO
Email: mike@chicagoloopalliance.com
Telephone: 312.782.9160
PLACE was retained by the City of Evanston to study the feasibility and then create a new Special Service Area on three commercial streets in the southeastern area of the City of Evanston: Chicago Avenue, Main Street, and Dempster Street. Perhaps the greatest strength of the area was a small group of committed merchants heading up the Main Street Merchants Association and the Chicago Dempster Merchants Association. These dedicated volunteers had hosted special events and advertising campaigns on a very meager budget derived primarily from modest member dues. Sustainability of this heavily volunteer effort became threatened as business owners became fatigued and stretched thin with concerns for their own enterprises.

Our initial step was to assist with the creation of a committee to explore the feasibility which revolved around not just the legal mechanics of creating an SSA, but the political, financial, and operational hurdles associated with determining the boundaries of a potential SSA and the annual budget from which the tax rate would be calculated. We ensured that the committee was composed of not only the fervent SSA advocates, but also those who were skeptical of, if not downright opposed to, the SSA.

We led the committee through the process of understanding the SSA designation process, its possibilities, and limitations in order to “train” them to be the spokespeople within the community. By the time the process reached a broader level of public engagement, the committee had wrestled with which properties should be included, how to deal with residential properties within the area, what a realistic budget was for meeting the needs of the districts, and options for the governance structure of the SSA. Tools used during the committee and broader public engagement process included:

- Communications and outreach planning including an FAQ document, overview of SSA outcomes in other neighborhoods, a postcard mailing, and door-to-door flier distribution.
- Mapping and tax rate options identifying the potential mix of land uses that could compose the SSA.
- A SSA Buck$ game in which participants prioritized spending in a number of categories to identify improvement priorities.
- Three informal community meetings leading up to the public hearing with the City Council.
- Scripts and talking points for volunteer committee members so they could be “front and center” at community meetings resulting in information being conveyed by committed stakeholders, not a hired consultant.

Client: City of Evanston
Contact: Johanna Leonard, Director, Community Development
Email: jleonard@cityofevanston.org
Telephone: 847.448.8014
Kimberly Bares (President) PLACE President Kimberly Bares will be the Project Manager for the project. She has more than 20 years’ experience in nonprofit organizations. She has served as Executive Director of four organizations in Chicago, Berwyn and Baltimore and has experience working in diverse communities with varying constituencies. Her professional background has provided her with expertise in affordable housing development, community organizing, TIFs, SSAs, commercial district planning, strategic planning, Board development and fundraising. Specifically, Kimberly has had direct involvement and accountability for the creation, management and administration of nearly 20 Special Service Areas and four Tax Increment Financing districts. She has had extensive experience in community outreach, leading two community TIF processes in conjunction with Loyola University Chicago and a community-wide planning process with the Northeastern Illinois Planning Commission, UIC’s City Design Center and Northwestern University’s Asset-Based Community Development Institute. She holds a Master’s degree in Urban Planning and Policy from the University of Illinois at Chicago and Certificate in Nonprofit Management from Northwestern University’s Kellogg School of Management. She is an active member and frequent conference speaker with the International Downtown Association and serves on the Board of Mayan Families, an international nonprofit organization working in the Western Highlands of Guatemala.
Kimberly Bares | President
Kimberly draws on her varied community and economic development experience to lead organizations, neighborhoods and municipalities in designing and implementing dynamic, effective and practicable urban revitalization strategies and tools. Her professional background includes expertise in affordable housing development, community organizing, TIFs, SSAs/BIDs, commercial district planning, strategic planning, Board development, and fundraising. She has had direct involvement and accountability for the creation, management or administration of more than forty Special Service Areas and four Tax Increment Financing districts.

Prior to forming PLACE Consulting, Kimberly was the executive director of several community development organizations, focusing on economic development, community organizing and housing development in Baltimore, Berwyn, IL and Chicago.

Kimberly’s diverse project experience includes:

Norwegian American Hospital Wellness District Plan (Chicago, IL) | 2018
PLACE is working with Houseal Lavigne Associates on a Wellness District for a 24-block area surrounding the hospital. Norwegian, a 123-year old safety-net hospital located in the Humboldt Park neighborhood, is committed to providing high quality, affordable, and compassionate health services. Kimberly is leading PLACE’s work, which involves extensive bilingual (Spanish) community outreach, zoning research, and market and financial analysis, and will result in the development of a master plan that puts the needs and assets of the community at the heart of the recommendations and goals.

Mayan Families Executive Leadership (Panajachel, Guatemala) | 2018
Kimberly is currently overseeing the restructuring process of an international humanitarian aid organization that is based in Guatemala. The organization serves nearly 5,000 beneficiaries per year and employs more than 100 people, providing services and support in education, nutrition, economic empowerment, housing and medical care. She is working with a local Guatemalan team, an expat fundraising team, a private Guatemala foundation, and a US Board of Directors on a wide range of issues, such as IRS compliance, asset allocation, monitoring and evaluation, program management, strategic planning and fundraising.

Uptown Partners Strategic Plan (Pittsburgh, PA) | 2018
PLACE has been hired by Interface Studio and the City of Pittsburgh to complete a strategic plan for Uptown Partners. As the final project funded by the Federal Transportation Administration in the newly-created Eco-Innovation District, which frames and grounds the planned Bus Rapid Transit system in downtown Pittsburgh, the strategic plan will focus the organization’s efforts, strengthen capacity and provide direction for the next four years. Kimberly is managing the project, which includes site visits, stakeholder interviews, analysis of current staffing capacity, determination of funder commitment and exploration of community need.
Area/Regional Manager

Annie Glidden Revitalization Project (DeKalb, IL) | 2018
PLACE is working with Camiros on the revitalization of Annie Glidden neighborhood in DeKalb, IL, located adjacent to Northern Illinois University. PLACE’s component of the project has been business and property owner outreach, a district inventory, market study and recommendations for future site development, incentives, business owner support and attraction, placemaking activation and development of a local community development corporation.

Bloomfield-Garfield Corporation Business Model Development (Pittsburgh, PA) | 2017
Kimberly led an 11-month review of the BGC, a multi-issue nonprofit faced with organizational uncertainty due to a changing landscape. She reviewed all policies and procedures, interviewed key funders, city officials and stakeholders and developed a comprehensive set of recommendations for the organization in the areas of revenue, operations, governance, marketing, outreach and personnel. The report and recommendations have been adopted by the organization and PLACE has been retained to continue working with the BGC on implementation strategies and development of a community engagement process.

Old Town Merchants and Residents Association Organizational Advisement | 2017
Kimberly led OTMRA as interim executive director and revamped office protocols and procedures to lead to increased efficiencies and effectiveness. She oversaw the hiring process to bring in the permanent executive director and associate director. PLACE has since been retained through December, 2018 to assist OTMRA in the reconstitution of Special Service Area #48.

Northalsted Business Alliance Organizational Advisement | 2016
Kimberly advised the NBA during a critical transition from one executive director to the next, performing an organizational operational audit that included a review of finances, policies, procedures, operations, staffing and programs.

West Loop Community Organization Organizational Assessment and Strategic Plan | 2015-2016
The West Loop Community Organization engaged PLACE to conduct a study about the rapidly-developing West Loop area in downtown Chicago, which has seen new company headquarters such as Google and McDonald’s come into the neighborhood. The development study was paired with an organizational assessment of WLCO’s capacity and capabilities to respond to that development. Kimberly has led that work, which continues, and is now focused on concrete steps for implementation and action in 2017.

Downtown Evanston Strategic Plan | 2014-2016
Downtown Evanston’s strategic planning process was led by Kimberly and included Board and stakeholder surveys, demographic analysis, best practices research, and an organizational audit that reviewed operating and financial policies and procedures, foundational materials, such as bylaws, sources and uses of income, staffing, management and governance. The result of the process was a set of recommendations designed to position Downtown Evanston for success for the next five years.
Area/Regional Manager

Waukegan Lakefront Active Implementation Strategy | 2015
Kimberly led the community outreach and engagement component of this CMAP-funded project, focused specifically on targeting Latino participation in key stakeholder interviews and community meetings. PLACE provided Spanish translation of materials, reached out to community organizations and faith-based institutions, and provided content for social media and the City of Waukegan website.

Loyola University Lakeshore Campus Retail Market Study | 2014-2015
Kimberly managed the planning team through a rigorous information gathering, data analysis and community outreach process to help Loyola develop its near-campus retail development strategy. The team’s synthesis of the demographic, psychographic, and physical conditions resulted in an updated framework for retail investment. Best practices research complemented the data and informed detailed recommendations on actions and approaches in the district, such as the creation of a Marketing Overlay district spanning two neighborhood and BID in which Loyola is located to better brand and integrate the two BID. Other recommendations included leasing standards to ensure high quality performance from its business tenants, prioritization of recruitment in particular sub-districts, and targeting of particular retail types.

Chicago Neighborhoods Now | 2013-2014
Kimberly was the lead consultant for the Metropolitan Planning Council on a review, analysis and synthesis of more than 80 Chicago issue and neighborhood area plans that had been completed since 2000. Project funding was from The Chicago Community Trust and the results of the project will guide and inform future projects and planning efforts of Chicago’s Dept. of Planning and Development.

LAMP – Lakeview Area Master Plan | 2011
Kimberly led the PLACE team as it developed and successfully completed the award-winning Lakeview Area Master Plan. Plan components included an innovative and compelling public engagement process for youth and adults, sub-district design and business attraction recommendations that included a low-line walking path, public way enhancements, gateway improvements, tenant recruitment incentives, sustainable business guidelines and best practices research.

Interim CEO and Transitional Management | 2010 - present
Kimberly has served as Interim Executive Director/CEO for several organizations throughout Chicago, including the chambers in Lakeview, Edgewater, Wicker Park/Bucktown and Northalsted as well as Neighborhood Parents Network, a city-wide parenting network. She focuses on improving operations and efficiency, instituting policies and procedures, restructuring staffing, overseeing special events, evaluating program effectiveness and value, developing new programs, increasing financial resources and managing the process for hiring the new, permanent/CEO.
Proposal for Central Street Special Service Area

Area/Regional Manager

Devon-Sheridan Tax Increment Finance District | 2009
While executive director at Rogers Park Business Alliance, Kimberly led a large-scale community process that resulted in the creation of a Tax Increment Finance district on Sheridan Road and Devon Avenue around Loyola University Chicago, which bridged the neighborhoods of Edgewater and Rogers Park. She then led the creation of design guidelines to shape the development of the area in a manner that was sensitive to the needs and desires of the community.

SSA Creation and Reconstitution | 2006-present
Kimberly is Chicago’s SSA expert, having worked on more than 40 SSA projects. She has overseen and directed the community engagement process, budgeting and district planning for these projects. Current projects are Chinatown, Austin, Roseland, Roscoe Village and Lincoln Square. Previous projects include State Street, Michigan Avenue, Lincoln Park, Albany Park, Hyde Park, Bronzeville, Marquette Park, Pilsen, Little Village and South Chicago.

Retail Market Studies and District Plans | 2006-present
Kimberly has overseen the creation of retail market studies, district plans, and retail recruitment retention and attraction strategies for Northalsted, West Town, Lakeview East, Bronzeville and Clark Street in Lincoln Park. The plans and studies generally include demographic analyses, customer surveys, key stakeholder interviews, inventorying of existing businesses and vacancies, niche analysis, retailer recruitment strategies and recommendations for critical physical improvements for retail attraction and retention.

Commercial Corridor Plans, Howard Street and Morse Avenue | 2006
Kimberly designed a community input and data analysis process that successfully resulted in commercial corridor plans for two major business districts in Rogers Park that had been underdeveloped and underserved. Project partners included UIC’s City Design Center and Northwestern University’s Asset Based Community Development Institute.

Awards | Publications | Presentations

2018 National Trust for Historic Preservation, Main Street conference presenter, “Business Improvement District Planning for Main Street Organizations”
2017 International Downtown Association Annual Conference presenter, “Business Improvement Districts and Good Governance”
2017 National Trust for Historic Preservation, Main Street conference presenter, “Executive Presence: Impactful Leadership”
2017 International Downtown Association Regional Conference presenter, “Strategic Planning: Planning for Success”
2016 National Trust for Historic Preservation, Main Street conference presenter, “Differentiate or Die – Strategic Planning to Focus on What Matters Most”
2015 Virginia Community Capital, Annual Learning Exchange Keynote panelist
Area/Regional Manager

2015 International Downtown Association Annual Conference moderator, “Strategies for Keeping Districts Clean, Safe and Friendly”
2014 National Trust for Historic Preservation, Main Street conference presenter, “Is a Business Improvement District Right for You?”
2012 Arts and Business Council of Chicago workshop presenter, “Art and Artists as a Vehicle for Commercial District Revitalization”
2011 International Downtown Association, Merit Award for the Lakeview Area Master Plan
2011 American Planning Association, Illinois Chapter, Community Outreach Award for the Lakeview Area Master Plan
2011 American Planning Association, Midwest Chapter conference presenter, “Participatory Budgeting: Opportunities for Citizen Engagement”
2004 Citizen of the Year, Rogers Park Community Council, Chicago, IL
2003 Nicholas V. Trkla Award, Urban Land Institute, Chicago, IL
Additional PLACE team members that would be involved in the project include:

**Gina Caruso (Vice President, Special Projects)** brings a unique understanding of business districts with a proven track record of results from her background in economic development, urban planning, real estate, and small business. She specializes in neighborhood economic development and leverages her referral network to support the success of her clients. Clients benefit from Gina’s understanding of their goals and finding strategic and creative solutions for them thorough sound data, listening, and insights into clients’ communities and organizations. Career highlights include transforming the City of Chicago’s Special Service Areas (SSAs) from an underutilized tool to the nation’s second largest portfolio, supporting the success of 70+ business organizations in over 60 Chicago neighborhoods as Assistant Commissioner with the City of Chicago, implementing innovative and sustainable programming as the Executive Director of the Lakeview East Chamber of Commerce/SSA #8, and developing land use and master plans as a City Planner with The Lakota Group. Gina holds a Bachelor of Arts degree from Cornell College in Iowa and a Master of Urban Planning and Policy from the University of Illinois at Chicago.

**Jeremy Barndt (Senior Associate)** uses a results-oriented approach to successfully lead economic development and business improvement district projects for public and nonprofit clients. His background with business improvement districts includes program management at Lakeview’s Special Service Area #8 in Chicago, as well as marketing and member management at Special Service Area #26. Additionally, he possesses hands-on small business development experience by leading technical assistance programming for the City of Austin’s Economic Development Department and business instruction at Austin Community College. He connects with diverse audiences and develops meaningful and measurable business programming. He obtained an MBA with a focus in entrepreneurship at Loyola University Chicago and mentors a collection of early stage entrepreneurs.

**Tony Pelikan (Associate)** uses his background in urban planning, research, real estate, and GIS (Geographic Information Systems) to tackle complex development and implementation projects. Tony aims to use a wide range of data sources and advanced data visualization techniques to empower stakeholders to more efficiently tackle their day-to-day and long-term obstacles. He is adept at creating web-mapping applications that allow stakeholders to more effectively implement and monitor various projects. Before working with PLACE, Tony worked in the telecom industry creating web maps for site selection implementation.
### Fees

#### PRICE/COST FORM

<table>
<thead>
<tr>
<th>Description of Scope of Services</th>
<th>Total Time Needed to Complete Task (Provide in Hours; increments no less than .5)</th>
<th>Hourly Rate (Provide in $)</th>
<th>Total Cost to Complete Task</th>
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<tbody>
<tr>
<td><strong>Sect. 1 Special Service Area Feasibility Study:</strong> Work with the City of Evanston’s Economic development staff and neighborhood merchant groups to study feasibility of Special Service Area</td>
<td>PM-4hrs VP-4hrs Sr. Assoc.-8hrs</td>
<td>PM-$165/hr VP-$145/hr SA-$100/hr</td>
<td>$1,960.00</td>
</tr>
<tr>
<td>Verify preliminary property inventory work already completed by City staff and conduct fieldwork to determine appropriateness for inclusion in special service area</td>
<td>PM-4hrs VP-2hrs Sr. Assoc.-4hrs</td>
<td>PM-$165/hr VP-$145/hr SA-$100/hr</td>
<td>$1,270.00</td>
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<tr>
<td>Development of list of appropriate properties for inclusion in Special Service Area</td>
<td>PM-8hrs VP-3hrs Sr. Assoc.-4hrs</td>
<td>PM-$165/hr VP-$145/hr SA-$100/hr</td>
<td>$1,995.00</td>
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<tr>
<td>Coordinate with City and business association to finalize SSA boundary</td>
<td>PM-4hrs VP-4hrs SR. Assoc.-8hrs</td>
<td>PM-$165/hr VP-$145/hr SA-$100/hr</td>
<td>$1,160.00</td>
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<tr>
<td>Establish initial budget for Special Service Area</td>
<td>PM-6hrs VP-6hrs SR. Assoc.-12hrs</td>
<td>PM-$165/hr VP-$145/hr SA-$100/hr</td>
<td>$3,230.00</td>
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<tr>
<td>Convene one public meeting to present results of feasibility study</td>
<td>PM-8hrs VP-6hrs Sr. Assoc.-8hrs</td>
<td>PM-$165/hr VP-$145/hr SA-$100/hr</td>
<td>$2,540.00</td>
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<tr>
<td><strong>TOTAL COST FOR SPECIAL SERVICE AREA FEASIBILITY STUDY (Total all costs in Sect. 1)</strong></td>
<td></td>
<td></td>
<td>$13,895.00</td>
</tr>
<tr>
<td><strong>Sect. 2 Special Service Area Designation Coordination:</strong> Coordination of the Special Service Area designation. Tasks include the coordination of documents, public meeting, and other work outlined below.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Development of legal description of Special Service Area boundary</td>
<td>PM-1hr VP-1hr Sr. Assoc.-6hrs</td>
<td>PM-$165/hr VP-$145/hr SA-$100/hr</td>
<td>$890.00</td>
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<tr>
<td>Development of statement of proposed Special Service Area services</td>
<td>PM-4hrs VP-2hrs Sr. Assoc.-8hrs</td>
<td>PM-$165/hr VP-$145/hr SA-$100/hr</td>
<td>$1,670.00</td>
</tr>
<tr>
<td>Creation/Finalize budget for services and proposed tax rate</td>
<td>PM-4hrs VP-2hrs Sr. Assoc.-2hrs</td>
<td>PM-$165/hr VP-$145/hr SA-$100/hr</td>
<td>$1,070.00</td>
</tr>
<tr>
<td>Development of Special Service Area designation in coordination with City of Evanston Law Department</td>
<td>PM-6hrs Sr. Assoc.-12hrs</td>
<td>PM-$165/hr VP-$145/hr SA-$100/hr</td>
<td>$2,070.00</td>
</tr>
<tr>
<td>Development of Special Service Area Ordinance establishing levy in coordination with the City of Evanston Law Department</td>
<td>PM-6hrs VP-2hrs Sr. Assoc.-6hrs</td>
<td>PM-$165/hr VP-$145/hr SA-$100/hr</td>
<td>$1,760.00</td>
</tr>
<tr>
<td>Convene required public meeting for Special Service Area Designation; tasks include:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Development of public hearing notice</td>
<td>PM-6hrs Sr. Assoc.-6hrs</td>
<td>PM-$165/hr VP-$145/hr SA-$100/hr</td>
<td>$690.00</td>
</tr>
<tr>
<td>- Create list of recipients for public hearing (owner and taxpayer of record)</td>
<td>PM-2hrs VP-2hrs Sr. Assoc.-12hrs</td>
<td>PM-$165/hr VP-$145/hr SA-$100/hr</td>
<td>$1,780.00</td>
</tr>
<tr>
<td>- Develop public hearing meeting notice for newspaper</td>
<td>PM-2hrs VP-2hrs Sr. Assoc.-2hrs</td>
<td>PM-$165/hr VP-$145/hr SA-$100/hr</td>
<td>$780.00</td>
</tr>
<tr>
<td>- Mail public hearing notice</td>
<td>PM-2hrs Sr. Assoc.-6hrs</td>
<td>PM-$165/hr VP-$145/hr SA-$100/hr</td>
<td>$890.00</td>
</tr>
<tr>
<td>- Develop and deliver presentation at public hearing</td>
<td>PM-4hrs VP-2hrs Sr. Assoc.-2hrs</td>
<td>PM-$165/hr VP-$145/hr SA-$100/hr</td>
<td>$2,195.00</td>
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<tr>
<td><strong>TOTAL COST FOR SPECIAL SERVICE AREA DESIGNATION (Total all costs in Sect. 2)</strong></td>
<td></td>
<td></td>
<td>$13,795.00</td>
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<tr>
<td><strong>TOTAL COST FOR SCOPE OF SERVICES</strong></td>
<td></td>
<td></td>
<td>$27,690.00</td>
</tr>
</tbody>
</table>
Contract Exceptions

PLACE does not have any exceptions to the City of Evanston’s standard contract in Exhibit I (pages 25–36 Professional Services Agreement) of the Request for Proposals that would prevent us from executing it.
Exhibits

A. Disclosure of Ownership Interests
B. Additional Information Sheet
C. Conflict of Interest Form
D. Acknowledgement of Understanding
E. Anti-Collusion and Proposer’s Certification
F. City of Evanston M/W/EBE Policy
G. M/W/EBE Participation Compliance Form
   • PLACE Consulting, Inc.
   • The Copy Room, Inc.
J. Professional Services Agreement Acknowledgement Page
Exhibit A

DISCLOSURE OF OWNERSHIP INTERESTS

The City of Evanston Code Section 1-18-1 et seq. requires all persons (APPLICANT) seeking
to do business with the City to provide the following information with their proposal. Every
question must be answered. If the question is not applicable, answer with "NA".

APPLICANT NAME:  

PLACE CONSULTING

APPLICANT ADDRESS:  

3701 N. RAVENSWOOD AVE CHICAGO, IL 60613

TELEPHONE NUMBER:  

773.453.9525

FAX NUMBER:  


APPLICANT is (Check One)

( ) Corporation

( ) Partnership

( ) Sole Owner

( ) Association

Other ( )

Please answer the following questions on a separate attached sheet if necessary.

SECTION I - CORPORATION

1a. Names and addresses of all Officers and Directors of Corporation.

KIMBERLY BARES, PRESIDENT 2929 W. GREGORY ST CHICAGO 60625

1b. (Answer only if corporation has 33 or more shareholders.)

Names and addresses of all those shareholders owning shares equal to or in excess of
3% of the proportionate ownership interest and the percentage of shareholder interest.
(Note: Corporations which submit S.E.C. form 10K may substitute that statement for the
material required herein.)


Revised 10-14 (09-17)
1c. **(Answer only if corporation has fewer than 33 shareholders.)**
Names and addresses of all shareholders and percentage of interest of each herein.  
(Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material requested herein.)

KIMBERLY BARES 2929 W. GREGORY ST CHICAGO, IL 60625

100%

---

**SECTION 2 - PARTNERSHIP/ASSOCIATION/JOINT VENTURE**

2a. The name, address, and percentage of interest of each partner whose interests therein, whether limited or general, is equal to or in excess of 3%.

---

2b. Associations: The name and address of all officers, directors, and other members with 3% or greater interest.

---

**SECTION 3 - TRUSTS**

3a. Trust number and institution.

---

3b. Name and address of trustee or estate administrator.

---

3c. Trust or estate beneficiaries: Name, address, and percentage of interest in total entity.

---

Revised 10-14 (09-17)
SECTION 4 - ALL APPLICANTS - ADDITIONAL DISCLOSURE

4a. Specify which, if any, interests disclosed in Section 1, 2, or 3 are being held by an agent or nominee, and give the name and address of principal.

4b. If any interest named in Section 1,2, or 3 is being held by a "holding" corporation or other "holding" entity not an individual, state the names and addresses of all parties holding more than a 3% interest in that "holding" corporation or entity as required in 1(a), 1(b), 1(c), 2(a), and 2(b).

4c. If "constructive control" of any interest named in Sections 1,2,3, or 4 is held by another party, give name and address of party with constructive control. ("Constructive control" refers to control established through voting trusts, proxies, or special terms of venture of partnership agreements.)

I have not withheld disclosure of any interest known to me. Information provided is accurate and current.

Date

Signature of Person Preparing Statement

Title

ATTEST:

(Notary Seal)

Commission Expires:

Revised 10-14 (90-17)
EXHIBIT B
ADDITIONAL INFORMATION SHEET

Proposal Name: STUDY AND DESIGNATION OF CENTRAL STREET SPECIAL SERVICE AREA
Proposal Number #: 18-51
Company Name: PLACE CONSULTING
Contact Name: KIMBERLY BARES
Address: 3701 N. RAVENSWOOD AVENUE, STE #205
City, State, Zip: CHICAGO, IL 60613
Telephone/FAX #: 773-453-9525 (PHONE)
E-mail: KBARES@PLACECONSULTING.NET

Comments:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Exhibit C

CONFLICT OF INTEREST FORM

PLACE CONSULTING, hereby certifies that it has conducted an investigation into whether an actual or potential conflict of interest exists between the bidder, its owners and employees and any official or employee of the City of Evanston.

Proposer further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if bidder/Proposer has not disclosed any actual or potential conflict of interest, the City of Evanston may disqualify the bid/proposal.

Kimberly Bazes, President

(Name of Bidder/Proposer if the Bidder/Proposer is an Individual)
(Name of Partner if the Bidder/Proposer is a Partnership)
(Name of Officer if the Bidder/Proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public. Subscribed and Sworn to this 17th day of October, 2018

Of f i c i a l S e a l

Lawrence Stengel
Notary Public
State of Illinois • County of Cook
Commission 321260 • Expires Aug. 19, 2021

Failure to complete and return this form may be considered sufficient reason for rejection of the bid / proposal.
ACKNOWLEDGEMENT OF UNDERSTANDING

The undersigned hereby certifies that they have read and understand the contents of this solicitation and attached service agreements, and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this document, the Proposer hereby certifies that they are not barred from bidding on this contract as a result of bid rigging or bid rotating or any similar offense (720 ILCS 5/33E-3, 33E-4).

Authorized Signature: [Signature]

Company Name: PLACECONSULTING

Typed/Printed Name: [Typed/Printed Name]

Date: [Date]

Title: [Title]

Telephone Number: [Telephone Number]

Email: [Email]

Fax Number: [Fax Number]
Exhibit E

ANTI-COLLUSION AFFIDAVIT AND PROPOSER'S CERTIFICATION

KIMBERLY BARES, being first duly sworn,
deposes and says that he is PRESIDENT
(Principal, Officer, Owner, Etc.)
of PLATE CONSULTING
(Proposer)

The party making the foregoing proposal or bid, that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.
The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

KIMBERLY BARES, PRESIDENT
(Name of Bidder if the Bidder is an Individual)

KIMBERLY BARES
(Name of Partner if the Bidder is a Partnership)

KIMBERLY BARES
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this 17th day of OCTOBER, 2018

Notary Public

Commission Expires: AUG 19, 2021

Failure to complete and return this form may be considered sufficient reason for rejection of the bid.
EXHIBIT F

CITY OF EVANSTON M/W/EBE POLICY

A City of Evanston goal is to provide contracting and subcontracting opportunities to Minority Business Enterprises, Women Business Enterprises, and Evanston Business Enterprises. The goal of the Minority, Women and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. To assist such growth, the City’s goal is to have general contractors utilize M/W/EBEs to perform no less than 25% of the awarded contract.

Firms bidding on projects with the City must work to meet the 25% goal or request a waiver from participation. It is advised that bidders place advertisements requesting subcontractors and that they email or contact individual firms that would be appropriate to partner in response to the project. For samples of possible advertisements, see the City of Evanston’s Business Diversity Section http://www.cityofevanston.org/business/business-diversity/ (Sample Advertisement). If you request a paper copy of the additional documents, it will be available free of charge from the Purchasing Office, 2100 Ridge Road Suite 4200, Evanston, IL 60201.

If a bidder is unable to meet the required M/W/EBE goal, the Bidder must seek a waiver or modification of the goal on the attached forms. Bidder must include:

1. A narrative describing the Bidder’s efforts to secure M/W/EBE participation prior to the bid opening.
2. Documentation of each of the assist agencies that were contacted, the date and individual who was contacted, and the result of the conversation (see form)
3. A letter attesting to instances where the bidder has not received inquiries/proposals from qualified M/W/EBEs.
4. Names of owners, addresses, telephone numbers, date and time and method of contact of qualified M/W/EBE who submitted a proposal but were not found acceptable.
5. Names of owners, addresses, telephone numbers, date and time of contact of at least 15 qualified M/W/EBEs the bidder solicited for proposals for work directly related to the bid prior to the bid opening (copies must be attached).

If a bidder is selected with a Subcontractor listed to meet the M/W/EBE goal, a “monthly utilization report” will be due to the City prior to each payment being issued to the Contractor. This report will include documentation of the name of the firm hired, the type of work that firm performed, etc. Should the M/W/EBE not be paid according to the schedule proposed in this document, the City reserves the right to cancel the contract. Examples of this monthly form can be found on the City’s website: http://www.cityofevanston.org/business/business-diversity/ (M/EBE Monthly Utilization Report).

Revised 10-14 (09-17)
Exhibit G

M/W/EBE PARTICIPATION COMPLIANCE FORM

I do hereby certify that

PLACE CONSULTING (Name of firm) intends to participate as a Subcontractor or General Contractor on the project referenced above.

This firm is a (check only one):

- [ ] Minority Business Enterprise (MBE), a firm that is at least 51% managed and controlled by a minority, certified by a certifying agency within Illinois.
- [X] Women's Business Enterprise (WBE), a firm that is at least 51% managed and controlled by a woman, certified by a certifying agency within Illinois.
- [ ] Evanston Based Enterprise (EBE), a firm located in Evanston for a minimum of one year and which performs a "commercially useful function".

Total proposed price of response $27,090.00
Amount to be performed by a M/W/EBE $27,090.00
Percentage of work to be performed by a M/W/EBE 98%

Information on the M/W/EBE Utilized:
Name: KIMBERLY BARES, PLACE CONSULTING
Address: 3701 N. RAVENSWOOD AVE. STE 205 CHICAGO, IL 60613
Phone Number: 773-953-9525
Signature of firm attesting to participation: 
Title and Date: PRESIDENT 10/17/18

Please attach

1. Proper certification documentation if applying as a M/WBE and check the appropriate box below. This M/WBE will be applying with documentation from:
   - [ ] Cock County
   - [X] Federal Certification
   - [ ] State Certification
   - [ ] Women's Business Enterprise National Council
   - [ ] City of Chicago
   - [ ] Chicago Minority Supplier Development Council

2. Attach business license if applying as an EBE
MAR 4 2016

Kimberly Ann Bares
Place Consulting, Inc.
3701 N. Ravenswood Avenue, Suite 204-205
Chicago, IL 60613

Dear Kimberly Ann Bares:

We are pleased to inform you that Place Consulting, Inc. has been certified as a Women-Owned Business Enterprise ("WBE") by the City of Chicago ("City"). This WBE certification is valid until 3/1/2021; however, your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your annual No-Change Affidavit 60 days before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's annual No-Change Affidavit is due by 3/1/2017, 3/1/2018, 3/1/2019, and 3/1/2020. Please remember, you have an affirmative duty to file your No-Change Affidavit 60 days prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on 3/1/2021. You have an affirmative duty to file for recertification 60 days prior to the date of the five year anniversary date. Therefore, you must file for recertification by 1/1/2021.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification within 10 days of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a WBE if you fail to:

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;

121 NORTH LASALLE STREET, ROOM 806, CHICAGO ILLINOIS 60602
- Notify the City of any changes affecting your firm's certification within 10 days of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the City's Inspector General at chicagoinspectorgeneral.org, or 866-IG-TIPLINE (866-448-4754).

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than $5,000 and not more than $10,000 or both.

Your firm's name will be listed in the City's Directory of Minority and Women-Owned Business Enterprises in the specialty area(s) of:

NAICS Code(s):
541611 - Administrative management consulting services
541611 - Business management consulting services
541611 - Business start-up consulting services
541611 - Financial management consulting (except investment advice) services
541611 - General management consulting services
541611 - Reorganizational consulting services
541811 - Site location consulting services
541811 - Site selection consulting services
541811 - Strategic planning consulting services
541890 - Economic consulting services

Your firm's participation on City contracts will be credited only toward Women-Owned Business Enterprise goals in your area(s) specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority and Women-Owned Business Enterprise (MBE/WBE) Program.

Sincerely,

[Signature]

Rich Butler
First Deputy Procurement Officer
RB/gd
Exhibit G

M/W/EBE PARTICIPATION COMPLIANCE FORM

I do hereby certify that

(Name of firm) intends to participate as a Subcontractor or General Contractor on the project referenced above.

This firm is a (check only one):

_____ Minority Business Enterprise (MBE), a firm that is at least 51% managed and controlled by a minority, certified by a certifying agency within Illinois.

_____ Women’s Business Enterprise (WBE), a firm that is at least 51% managed and controlled by a woman, certified by a certifying agency within Illinois.

_____ Evanston Based Enterprise (EBE), a firm located in Evanston for a minimum of one year and which performs a "commercially useful function".

Total proposed price of response $27,640.00
Amount to be performed by a M/W/EBE $550.00
Percentage of work to be performed by a M/W/EBE 2%

Information on the M/W/EBE Utilized:

Name The Copy Room
Address 815 Dempster St., Evanston, IL 60201
Phone Number (847) 570-0900
Signature of firm attesting to participation
Title and Date President 10/17/18

Please attach

1. Proper certification documentation if applying as a M/WBE and check the appropriate box below. This M/WBE will be applying with documentation from:

☐ Cook County  ☐ State Certification
☐ Federal Certification  ☐ Women’s Business Enterprise National Council
☐ City of Chicago  ☐ Chicago Minority Supplier Development Council

2. Attach business license if applying as an EBE
City of Evanston
Community Development
2100 Ridge Avenue, Room 3600
Evanston, IL 60201
Ph: (847) 448-4311

City of Evanston

2018 Annual Business License Invoice

Bill To:
THE COPY ROOM
815 DEMPSTER ST
EVANSTON, IL 60201

License Number
01BLC0000000852

Business
THE COPY ROOM
815 DEMPSTER ST
EVANSTON, IL 60201

Invoice Date Fee Description Fee Amt
11/17/2017 0-3000 Square Feet Bus. Gross Area 75.00

Total Due: 75.00

We appreciate your continued presence in the City of Evanston and wish you success in the coming year. For your convenience, we have included an online payment option go to:

www.cityofevanston.org/businesslicensepayment

Late Payment Penalty - failure to pay the annual fee on any business license within six (6) weeks of license expiration shall result in an additional late charge of fifty percent (50%).

Make check payable to CITY OF EVANSTON. Reference 01BLC0000000852 on check.
Exhibit J

Professional Services Agreement Acknowledgement Page

The City has attached its standard professional services agreement as an exhibit to this RFP. Identify all exceptions to the agreement that would prevent your firm from executing it. The City shall not consider or negotiate regarding exceptions submitted at any time after the submission of the Proposer's response. Please check one of the following statements:

✓ I have read the professional services agreement and plan on executing the agreement without any exceptions.

☐ My firm cannot execute the City's standard professional service agreement unless the exceptions noted below or in the attached sample professional services agreement are made.

***Please be aware that submitting exceptions to the contract may impact the likelihood of your firm being selected to perform this work.

List exceptions in the area below:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Authorized Signature: [Signature] Company Name: [PLACE CONSULTING]

Typed/Printed Name and Title: [KIMBERLY BARGES, PRESIDENT] Date: ___________________

Revised 10-14 (09-17)
### RFP 18-51 - Study and Designation of Central Street SSA

<table>
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<tr>
<th>Firm</th>
<th>Qualifications and Expertise</th>
<th>Project Approach</th>
<th>Price</th>
<th>Organization and Completeness of Proposal</th>
<th>Willingness to Execute City Contract</th>
<th>M/W/EBE Participation</th>
<th>Total</th>
<th>Cost</th>
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<td>$24,035 (CP) Evanston-based business (PM) /// SSA experience looks like mostly reconstitutions and strategic plans, no examples given for forming a new SSA. Really liked that they included proposed timeline.</td>
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<td>18</td>
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<td>10</td>
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<td>$27,690 (CP) Lots of SSA formations, plus reconstitutions and interim leadership.</td>
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**Notes**
- Teska: 352/380 | 98
- PLACE: 339/380 | 94.75
CITY OF EVANSTON

REQUEST FOR PROPOSAL

NUMBER: 18-51

for

Study and Designation of Central Street Special Service Area (SSA)

September 27, 2018

PROPOSAL DEADLINE: 2:00 P.M., October 18, 2018,
Room 4200,
Lorraine H. Morton Civic Center,
2100 Ridge Avenue,
Evanston, Illinois 60201

SEALED PROPOSALS TO BE RETURNED TO:
CITY OF EVANSTON
PURCHASING DIVISION, ROOM 4200
LORRAINE H. MORTON CIVIC CENTER
2100 RIDGE AVENUE
EVANSTON, ILLINOIS 60201
PHONE (847)866-2935 * FAX (847)448-8128
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CITY OF EVANSTON
NOTICE TO PROPOSERS

Sealed proposals will be received by the Purchasing Office in Room 4200, Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston, Illinois 60201, until 2:00 P.M. local time on October 18, 2018. Proposals shall cover the following:

**Study and Designation of Central Street Special Service Area**

**RFP Number: 18-51**

The City of Evanston’s Community and Economic Development Department is seeking proposals from experienced firms: to conduct a special services area feasibility study and designation of the special services area.

The above item shall conform to the RFP on file in the Purchasing Office. The document, including all necessary plans and specifications, will be available in the Purchasing Office on September 27, 2018. Parties interested in submitting a bid should contact the Purchasing Office to receive a copy of the bid or see the City’s website at: www.cityofevanston.org/business/bids-proposals/ or Demandstar at: www.demandstar.com.

The City (the City of Evanston) in accordance with the laws of the State of Illinois, hereby notifies all firms that it will affirmatively ensure that the contract(s) entered into pursuant to this notice will be awarded to the successful firm without discrimination on the grounds of race, color, religion, sex, age, sexual orientation marital status, disability, familial status or national origin. The City of Evanston reserves the right to reject any or all submittals or to accept the submittal(s) deemed most advantageous to the City.

The Evanston City Council also reserves the right to award the contract to an Evanston firm if that firm’s bid is within 5% of the low bid.

Each Proposer shall be required to submit with his/her proposal a Disclosure of Ownership Interest Statement Form in accordance with Section 1-18-1 et seq. of the City Code. Failure to submit such information may result in the disqualification of such proposal.

Linda Thomas
Purchasing Specialist
1.0 INTRODUCTION

The Central Street Business Association, a volunteer business association, has formally requested the City of Evanston initiate steps to study and designate an SSA (Special Service Area) for the merchant districts comprised of Central Street between Eastwood and Hartrey, Green Bay Road between Isabella and Lincoln, and Central Street between Marcy Avenue and Ewing Avenue. Unique to the Central Street merchant district is an approximate half mile gap between the east and west business districts. This gap is entirely residential uses.

The City is seeking proposals from qualified service firms that (1) determine the feasibility of creating a Special Service Area (SSA) in an area comprised of two business districts (study area identified in attached map) and (2) provide professional services to manage and coordinate the designation of the SSA.

Contact with City personnel in connection with this RFP shall not be made other than as specified in this RFP. Unauthorized contact of any City personnel may be cause for rejection of a proposal.

Prior to the submittal of a proposal, Proposers are advised to carefully examine:
- the contract documents
- project scope and work tasks to be accomplished
- specifications
- submittal requirements
- insurance requirements and required documentation

Proposers are advised to become thoroughly familiar with all conditions, instructions and specifications governing this RFP. Proposals shall be made in accordance with these instructions. Proposals shall be submitted on the forms provided by the City.

The City will not be liable in any way for any costs incurred by respondents in replying to this Request for Proposal.

2.0 SCOPE OF SERVICES

The following is contemplated as the scope of services for this RFP:

A. Conduct Special Service Area Feasibility Study

Work with the City of Evanston’s Economic Development staff and neighborhood business association to study feasibility of Special Service Area (SSA).
- Consultant will finalize the inventory of properties to determine specific property’s appropriateness for inclusion in the SSA, and provide a list of property addresses, parcel numbers, assessed valuation of each parcel, and
other pertinent information for study. City of Evanston staff has created a preliminary list already.

- Consultant will work with City of Evanston Economic Development staff and neighborhood business association to finalize boundary for SSA. In coordination with stakeholders, the consultant will help establish initial budget for SSA (includes estimates of costs for desired services and potential tax levy required to meet budget).

- Consultant will work with stakeholders to develop a SSA Governance and Management Plan. Plan should include:
  - Desired Uses for Funds – Activities that will be funded; how services and projects will be managed;
  - Governance and Leadership Structure – Identify eligibility to serve on governing board/body and term length;
  - Process for establishing annual budget;
  - Goals and objectives for SSA – Development of metrics that can provide measurement of success or opportunities for growth (i.e. total square footage occupied by retail uses, volume of 311 calls, CTA/Metra ridership increases, etc.).

- This stage of work is likely to include one to two public meetings, fieldwork to evaluate properties in area and on-site or teleconference meetings with City staff and key stakeholders from business association.

B. Coordinate Designation of Special Service Area

Following completion of the SSA Feasibility Study and determination that SSA is feasible, the consultant will work with the City Staff to engage in steps required for SSA designation. This portion of the scope of services includes:

- Development of legal description for proposed SSA boundary (cost to create legal description should be included in scope of services).
- Development of statement of proposed special services.
- Creation of preliminary budget for services and proposed tax rate.

Consultant will work with City Staff, neighborhood business association, and elected officials to convene required Public Hearing. Consultant responsibilities will include:

- Development of Public Hearing notice in coordination with City Law Department.
- Create list of recipients of notice of public hearing (person whose name is on general taxes for preceding year).
- Develop public meeting notice for local newspaper.
- Mail Public Hearing notice.
- Provide presentation at Public Hearing.
- Development of Ordinance designating SSA in coordination with City of Evanston’s Law Department and Development of Ordinance establishing levy for SSA in coordination with City of Evanston’s Law Department.
3.0 INSURANCE
Consultant shall carry and maintain at its own cost with such companies as are reasonably acceptable to City all necessary liability insurance (which shall include as a minimum the requirements set forth below) during the term of this Agreement, for damages caused or contributed to by Consultant, and insuring Consultant against claims which may arise out of or result from Consultant’s performance or failure to perform the Services hereunder.

The consultant must provide an insurance certificate naming the City of Evanston as an additional insured and will provide a variety of insurances including:

- comprehensive general liability - $3,000,000 combined single limit for each occurrence for bodily injury and property damage – designating the City as Additional Insured
- Workers Compensation - Statutory Limits
- Automobile Liability - $1,000,000 per occurrence for all claims arising out of bodily injuries or death and property damages.
- errors and omissions or professional liability insurance - $1,000,000

The surety and the insurance company must have not less than an A+ rating from the Alfred M. Best Co., Inc. and be approved by the City of Evanston.

Consultant’s certificate of insurance shall contain a provision that the coverage afforded under the policy(s) will not be canceled or reduced without thirty (30) days prior written notice (hand delivered or registered mail) to City.

4.0 SUBMITTAL REQUIREMENTS
Responses to this Request shall be in one volume. Any firm brochures and/or information pertaining to the qualifications of the firm and/or team may be submitted, but must be included in a single volume. Applicant firms must submit their responses as:

- Paper copies-- two (2) hardcopies, one (1) unbound original and an electronic copy on a flash/USB drive.

Cut out and tape label included in this proposal package as Exhibit K (BID/Proposal Submittal Label). All submittals are to be placed in a sealed opaque envelope addressed to: The City of Evanston Purchasing Office, Room 4200, Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston, Illinois 60201; clearly marked on the OUTSIDE with the following:

- RFP name and number
- Name and address of Firm
- Date and time of RFP deadline

ANY PROPOSALS RECEIVED AFTER THE SUBMITTAL DEADLINE, WILL BE RETURNED TO THE PROPOSER UNOPENED. It is the sole responsibility of the proposer to insure that his or her proposal is delivered by the stated time. Mailed proposals which are delivered after the specified time will not be accepted regardless of
post marked time on the envelope. THE CITY IS NOT RESPONSIBLE FOR MISDIRECTED PACKAGES.

A. Cover Letter
The cover letter will include the following:
- introduction of firm signed by an authorized Principal of the firm
- name of firm
- address of firm
- phone number of the firm submitting the proposal
- include the name and signature of an authorized binding official who is authorized to answer questions regarding the firm’s proposal

B. Qualifications and Experience of Firm and/or Team
- All respondents shall describe other contracts (at least 3) similar in scope, size or discipline to the required services described herein, performed or undertaken within the past five years.
- The respondent must provide references, including name, address and telephone number of a contact person for each project identified and described.
- Indicate commencement dates, duration and type of operation.
- Provide a list of all Municipal clients in Illinois.

C. Area/Regional Manager(s)
Clearly identify the professional staff person(s) who would be assigned as your Area/Regional Manager(s) and provide resumes. The proposal should indicate the abilities, qualifications and experience of these individuals.

D. Fees
Provide a copy of your fees/prices on the attached price/costs form (see page 15).

E. Contract
The City has attached its standard contract in Exhibit J (see page 41–Professional Services Agreement). Identify all exceptions to the agreement that would prevent your Firm from executing it. The City shall not consider or negotiate regarding exceptions submitted at any time after the submission of the Proposer’s response.

5.0 ADDITIONAL SUBMISSION REQUIREMENTS
NONE

6.0 M/W/EBE GOALS
The City has a goal of 25% of the contract amount for the participation and utilization of Minority-Owned, Women-Owned, and Evanston-based businesses (M/W/EBEs) in completing a portion of the services required by the City. All
respondents must submit a statement of the proposed involvement of M/W/EBEs in completing a portion of the required services. Provide a copy of the certification for M/W/EBEs that will assist in achieving the M/W/EBE goal with your submittal as well as the appropriate M/W/EBE forms or Request for Waiver. Any questions regarding M/W/EBE compliance should be submitted in writing to Sharon A. Johnson, Business Workforce Compliance Coordinator at shjohnson@cityofevanston.org or Tammi Nunez Purchasing Manager at tnunez@cityofevanston.org.

7.0 EVALUATION CRITERIA
The City will select the successful firm through an evaluation process based on the firm meeting the specifications which are outlined in this RFP. A review committee will review in detail all proposals that are received. During the evaluation process, the City may require a Proposer’s representative to answer questions with regard to the proposal and/or make a formal presentation to the review committee. The review committee will make a recommendation to award the contract based on the criteria set forth below. This contract will be forwarded to the City Council for final approval.

The evaluation criteria listed below will be used in the selection of the successful Proposer.

A. Qualifications and Expertise
B. Price
C. Organization and Completeness of Proposal
D. Willingness to Execute the City of Evanston’s Professional Services Agreement
E. M/W/EBE Participation

8.0 SELECTION PROCESS
The City will select a firm on the basis of the responsiveness of the proposal to the RFP submittal requirements, the evaluation criteria stated above and the demonstrated willingness to execute an acceptable written contract. The City reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials from the Proposer.

While it is the intent of the City to award a single firm, the City reserves the right to award in part or in whole and to select multiple firms and/or individuals, depending on whichever decision is deemed to be most advantageous to the City.

Responses may be rejected if the firm fails to perform any of the following
A. Adhere to one or more of the provisions established in this Request for Proposal.
B. Demonstrate competence, experience, and the ability to provide the services described in this Request for Proposal.
C. Submit a response on or before the deadline and complete all required forms.
D. To fulfill a request for an oral presentation.
E. To respond to a written request for additional information.
Discussions and/or interviews may be conducted with responsible firms that have submitted proposals in order to clarify certain elements. All proposals shall be afforded fair and equal treatment with respect to any opportunity for clarification. In conducting discussion, there shall be no disclosure of information derived from proposals submitted by competing firms. The selection shall be done by the City’s review committee and will be recommended to the City Council for final approval.

If the City is unable to reach any sort of agreement with the selected firm, the City will discontinue negotiations with the selected firm and begin negotiations with the firm ranked second and so on until agreement is reached.

The firm to be recommended to the City Council will be the one whose proposal is determined to be the most advantageous to the City in consideration of price and all other evaluation factors which are set forth in this Request for Proposal. No other factors or criteria not listed in this RFP shall be used in the evaluation.

9.0 PROPOSED SCHEDULE
The tentative schedule for this RFP and project process is as follows:

1. RFP issued.................................................. September 27, 2018
2. Last Day to submit questions .................. October 5, 2018
3. Final Addendum Issued.......................... October 12, 2018
4. RFP Submission Due Date ......................... October 18, 2018
5. Economic Development Meeting.............. October 24, 2018
6. City Council Award of Contract ................ November 12, 2018
7. Contract Effective........................................ November 20, 2018

10.0 QUESTIONS REGARDING RFP
All questions related to this RFP should be submitted in writing to Linda Thomas, Purchasing Specialist at lithomas@cityofevanston.org with a copy to pmartinez@cityofevanston.org.

11.0 GENERAL TERMS AND CONDITIONS
A. Confidentiality
In connection with this Agreement, City may provide Consultant with information to enable Consultant to render the Services hereunder, or Consultant may develop confidential information for City. Consultant agrees (i) to treat, and to obligate Consultant’s employees to treat, as secret and confidential all such information whether or not identified by City as confidential, (ii) not to disclose any such information or make available any reports, recommendations and /or conclusions which Consultant may make for City to any person, firm or corporation or use the same in any manner whatsoever without first obtaining City’s written approval, and (iii) not to disclose to City any information obtained by Consultant on a confidential basis from any third party unless Consultant shall have first received written permission from such third party to disclose such information.

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/7(2), records in
the possession of others whom the City has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited statutory timeframes (five (5) working days with a possible five (5) working day extension). Upon notification from the City that it has received a Freedom of Information Act request that calls for records within the Consultant’s control, the Consultant shall promptly provide all requested records to the City so that the City may comply with the request within the required timeframe. The City and the Consultant shall cooperate to determine what records are subject to such a request and whether or not any exemptions to the disclosure of such records, or part thereof, is applicable.

The Purchasing Specialist will endeavor to advise the firm of any request for the disclosure of the material so marked with “TRADE SECRET”, “CONFIDENTIAL”, or “PROPRIETARY”, and give the firm or other submitting party the opportunity to seek a court order to protect such materials from disclosure. If the requested material was submitted by a party other than the firm, then the firm shall be solely responsible for notifying the submitting party of the request. The City’s sole responsibility is to notify the firm of the request for disclosure, and the City shall not be liable for any damages resulting out of such disclosure, whether such disclosure is deemed required by law, by an order of court or administrative agency, or occurs through inadvertence, mistake, negligence on the part of the City or its officers, or employees.

B. Withdrawal of Proposal
Proposals may be withdrawn prior to the submittal deadline. Withdrawal may be attained by written request; however, no offer can be withdrawn within the ninety (90) day period which occurs after the time is set for closing. Proposers who withdraw their proposals prior to the designated date and time may still submit another proposal if done in accordance with the proper time frame.

C. Exceptions to Specifications
Exceptions to these specifications shall be listed and explained on a separate page titled “Exceptions to Specifications”, which shall be prepared by the Proposer. This page shall then be attached to these documents and submitted at the same time as the proposal. Each exception must refer to the page number and paragraph to which it is relevant. The nature and reasoning of each exception shall be explained in its entirety. Any exceptions to these specifications may be cause for rejection of the proposal.

D. Hold Harmless
The contractor agrees to hold harmless the City of Evanston and all of its agents, servants, and employees against any and all lawsuits, claims, demands, liabilities, losses, and/or expenses; including court costs and attorneys’ fees on account of injury to any person, or any death resulting from such injury, or any damage to property which may have arisen from work specifically related to the contract and/or project.

E. Addenda
Any and all changes to these documents are valid only if they are included via written addendum to all respondents. Each respondent should acknowledge receipt of any addenda by indicating same in their proposal submission. Each respondent acknowledging receipt of any addenda is responsible for the contents of the addenda and any changes to the proposal therein. Failure to acknowledge any addenda may cause the proposal to be rejected. Addenda information is available over the internet at www.cityofevanston.org/business/bids-proposals/ or www.demandstar.com, or by contacting the Purchasing Office, 847-866-2935.

F. Term
The contract is for one (1) year with a one (1) year option to renew. The City may terminate a contract for either cause or convenience.

G. Non-Appropriation of Funds
The City of Evanston reserves the right to terminate in whole or in part of the contract in the event that insufficient funds to complete the contract are appropriated by Evanston City Council.

H. Property of the City
All discoveries and documents produced as a result of any service or project undertaken on behalf of the City of Evanston shall become the property of the City.

I. Payment Terms
The consultant shall submit invoices detailing the services provided, project, professional staff, and hours. Payment shall be made in accordance with the Local Government Prompt Payment Act. Please note that failure to provide a detailed invoice could result in delay of payment and include termination of any agreement.

J. Disclosures and Potential Conflicts of Interest
The City of Evanston’s Code of Ethics prohibits public officials or employees from performing or participating in an official act or action with regard to a transaction in which he has or knows he will thereafter acquire an interest for profit, without full public disclosure of such interest. This disclosure requirement extends to the spouse, children and grandchildren, and their spouses, parents and the parents of a spouse, and brothers and sisters and their spouses.

To ensure full and fair consideration of all proposals, the City of Evanston requires all Proposers including owners or employees to investigate whether a potential or actual conflict of interest exists between the Proposer and the City of Evanston, its officials, and/or employees. If the Proposer discovers a potential or actual conflict of interest, the Proposer must disclose the conflict of interest in its proposal, identifying the name of the City of Evanston official or employee with whom the conflict may exist, the nature of the conflict of interest, and any other relevant information. The existence of a potential or actual conflict of interest does NOT, on its own, disqualify the disclosing Proposer from consideration. Information provided by Proposers in this regard will allow the
City of Evanston to take appropriate measures to ensure the fairness of the proposal process.

The City requires all Proposers to submit a certification, enclosed with this RFP, that the Proposer has conducted the appropriate investigation and disclosed all potential or actual conflicts of interest.

K. Protests

Any actual or prospective Proposer, who is aggrieved in connection with the solicitation or award of a contract, may protest to the Purchasing Office. The protest shall be submitted in writing within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.

- The Proposer shall submit any protests or claims regarding this solicitation to the Purchasing Office.
- A pre-bid protest must be filed five (5) days before the bid opening or proposal submittal.
- A pre-award protest must be filed no later than ten (10) days after the bid opening date or proposal deadline.
- A post-award protest must be filed no later than ten (10) days after the award of the Contract.

All claims by a Proposer against the City relating to a contract shall be submitted in writing to the Purchasing Specialist. The City will only consider protests that are properly and timely submitted.

All protests or claims must set forth the name and address of the protester, the contract number, the grounds for the protest or claim, and the course of action that the protesting party desires the Purchasing Specialist to take. Statements shall be sworn and submitted under penalty of perjury.

L. Authority To Resolve Protests And Contract Claims

Protests: The Purchasing Specialist shall have the authority to consider and resolve a protest of an aggrieved Proposer, actual or prospective, concerning the solicitation or award of a contract. The City shall issue a written decision and that decision is final.

Contract Claims: The Purchasing Specialist, after consulting with Corporation Counsel, shall have the authority to resolve contract claims, subject to the approval of the City Manager or City Council, as applicable, regarding any settlement that will result in a change order or contract modification.

Each Proposer, by submitting a response to this RFP, expressly recognizes the limitations on its rights to protest provided in this Section and expressly waives all other rights and remedies and agrees that the decision on the protest is final and conclusive. If a Proposer disregards, disputes or does not follow the exclusive protest remedies provided in this Section, it shall indemnify and hold the City and its officers, employees, agents and consultants harmless from and against all liabilities, fees and costs, including legal and consultant fees and...
costs, and damages incurred or suffered as a result of such Proposer’s actions. Each Proposer, by submitting a response to this RFP, shall be deemed to have irrevocably and unconditionally agreed to this indemnity obligation.

M. Litigation
For purposes of this Section, the following terms are defined as follows:

“issue” means any prior or pending litigation or investigation, either civil or criminal, or any governmental agency action or proceeding (the “issue”), which may affect the performance of the services to be rendered herein. For purposes of this Section, an “issue” shall also include any criminal, civil, or administrative penalty or finding imposed against any covered individual. An issue occurring within seven (7) years of the date preceding the date of the Proposer’s response shall be disclosed by the Proposer.

“covered individual” means any principal, president, managing partner, or vice-president, affiliated in anyway with the Firm, and the Firm’s employees or subcontractors.

All proposers shall identify and describe with particularity any issue. The City, and not Proposer, has the sole discretion to determine whether an issue may affect the performance of the services. Failure of any Proposer to comply with this mandatory obligation shall, at the City’s sole discretion, result in the Proposer’s response being deemed non-responsive and not responsible. Failure of any Proposer to comply with the obligation specified herein may result in the voiding any subsequent contract award to Proposer if the City discovers upon the exercise of its customary due diligence that Proposer failed to comply with the mandatory obligation in this Section. The City reserves all rights to take any other actions in the case of a Proposer’s non-compliance with this Section.

N. Subcontractors
If any firm submitting a proposal intends on subcontracting out all or any portion of the engagement, that fact, and the name of the proposed subcontracting firm(s) must be clearly disclosed in the proposal. Following the award of the contract, no additional subcontracting will be allowed without the prior written consent of the City of Evanston.

O. Contact with City Personnel
All Proposers are prohibited from making any contact with the City Manager, City Council, or any other official or employee of the City with regard to the Project, other than in the manner and to the person(s) designated herein. The Purchasing Specialist reserves the right to disqualify any Proposer found to have contacted City Personnel in any manner with regard to the Project. Additionally, if it is determined that the contact with City Personnel was in violation of any provision of 720 ILCS 5/33EE, the matter may be referred to the Cook County State’s Attorney for review and prosecution.
P. Costs Incurred

The City of Evanston assumes no responsibility or liability for costs incurred by the Proposer prior to the execution of a contract. This includes costs incurred by the Proposer as a result of preparing a response to this RFP.
## PRICE/COST FORM

<table>
<thead>
<tr>
<th>Description of Scope of Services</th>
<th>Total Time Needed to Complete Task (Provide in Hours; increments no less than .5)</th>
<th>Hourly Rate (Provide in $)</th>
<th>Total Cost to Complete Task</th>
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<tr>
<td><strong>Sect. 1 Special Service Area Feasibility Study:</strong> Work with the City of Evanston's Economic development staff and neighborhood merchant groups to study feasibility of Special Service Area</td>
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<td>Verify preliminary property inventory work already completed by City staff and conduct fieldwork to determine appropriateness for inclusion in special service area</td>
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<td>Development of list of appropriate properties for inclusion in Special Service Area</td>
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<td>Coordinate with City and business association to finalize SSA boundary</td>
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<td>Establish initial budget for Special Service Area</td>
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<td>Establish Special Service Area governance and management plan in coordination with business association</td>
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<td>Convene one public meeting to present results of feasibility study</td>
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<td>(Optional - only if necessary) Additional public meeting</td>
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<td><strong>TOTAL COST FOR SPECIAL SERVICE AREA FEASIBILITY STUDY</strong> (Total all costs in Sect. 1)</td>
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</tbody>
</table>

| **Sect. 2 Special Service Area Designation Coordination:** Coordination of the Special Service Area designation. Tasks include the coordination of documents, public meeting, and other work outlined below. |
| Development of legal description of Special Service Area boundary |
| Development of statement of proposed Special Service Area services |
| Creation/Finalize budget for services and proposed tax rate |
| Development of Special Service Area designation in coordination with City of Evanston Law Department |
| Development of Special Service Area Ordinance establishing levy in coordination with the City of Evanston Law Department |
| Convene required public meeting for Special Service Area Designation; tasks include: |
| - Development of public hearing notice |
| - Create list of recipients for public hearing (owner and taxpayer of record) |
| - Develop public hearing meeting notice for newspaper |
| - Mail public hearing notice |
| - Develop and deliver presentation at public hearing |
| **TOTAL COST FOR SPECIAL SERVICE AREA DESIGNATION** (Total all costs in Sect. 2) |

**TOTAL COST FOR SCOPE OF SERVICES**
CENTRAL STREET SPECIAL SERVICE AREA STUDY AREA
Exhibit A

DISCLOSURE OF OWNERSHIP INTERESTS

The City of Evanston Code Section 1-18-1 et seq. requires all persons (APPLICANT) seeking to do business with the City to provide the following information with their proposal. Every question must be answered. If the question is not applicable, answer with "NA".

APPLICANT NAME: ______________________________________________________

APPLICANT ADDRESS: ____________________________________________________

TELEPHONE NUMBER: ____________________________________________________

FAX NUMBER: __________________________________________________________

APPLICANT is (Check One)

( ) Corporation

( ) Partnership

( ) Sole Owner

( ) Association

Other ( ) _______________________________________________________________

Please answer the following questions on a separate attached sheet if necessary.

SECTION I - CORPORATION

1a. Names and addresses of all Officers and Directors of Corporation.

________________________________________________________________________

________________________________________________________________________

1b. (Answer only if corporation has 33 or more shareholders.)

Names and addresses of all those shareholders owning shares equal to or in excess of 3% of the proportionate ownership interest and the percentage of shareholder interest.

(Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material required herein.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
1c. (Answer only if corporation has fewer than 33 shareholders.)
Names and addresses of all shareholders and percentage of interest of each herein. 
(Note: Corporations which submit S.E.C. form 10K may substitute that statement for the 
material requested herein.)
______________________________________________________________
______________________________________________________________
______________________________________________________________

SECTION 2 - PARTNERSHIP/ASSOCIATION/JOINT VENTURE

2a. The name, address, and percentage of interest of each partner whose interests therein, 
whether limited or general, is equal to or in excess of 3%.
______________________________________________________________
______________________________________________________________
______________________________________________________________

2b. Associations: The name and address of all officers, directors, and other members with 
3% or greater interest.
______________________________________________________________
______________________________________________________________
______________________________________________________________

SECTION 3 - TRUSTS

3a. Trust number and institution.
______________________________________________________________
3b. Name and address of trustee or estate administrator.
______________________________________________________________
______________________________________________________________

3c. Trust or estate beneficiaries: Name, address, and percentage of interest in total entity.
______________________________________________________________
______________________________________________________________
SECTION 4 - ALL APPLICANTS - ADDITIONAL DISCLOSURE

4a. Specify which, if any, interests disclosed in Section 1, 2, or 3 are being held by an agent or nominee, and give the name and address of principal.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

4b. If any interest named in Section 1, 2, or 3 is being held by a "holding" corporation or other "holding" entity not an individual, state the names and addresses of all parties holding more than a 3% interest in that "holding" corporation or entity as required in 1(a), 1(b), 1(c), 2(a), and 2(b).

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

4c. If "constructive control" of any interest named in Sections 1, 2, 3, or 4 is held by another party, give name and address of party with constructive control. ("Constructive control" refers to control established through voting trusts, proxies, or special terms of venture of partnership agreements.)

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

I have not withheld disclosure of any interest known to me. Information provided is accurate and current.

__________________________
Date

_______________________________
Signature of Person Preparing Statement

__________________________
Title

ATTEST: ________________________________
Notary Public

(Notary Seal)

Commission Expires: _____________________
EXHIBIT B
ADDITIONAL INFORMATION SHEET

Proposal Name: _______________________________________________________
Proposal Number #: _________________________________________________
Company Name: _____________________________________________________
Contact Name: _______________________________________________________
Address: ___________________________________________________________
City, State, Zip: ________________________________
Telephone/FAX: #___________________________________________________
E-mail: ____________________________________________________________

Comments: _______________________________________________________
__________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

________________________________________________________
Exhibit C

CONFLICT OF INTEREST FORM

____________________________________________________________________
(Name of Bidder/Proposer if the Bidder/Proposer is an Individual)
(Name of Partner if the Bidder/Proposer is a Partnership)
(Name of Officer if the Bidder/Proposer is a Corporation)

____________________________________________________________________
The above statements must be subscribed and sworn to before a notary public. Subscribed and Sworn to this _____ day of ______________, 20

____________________________________________________________________
Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the bid / proposal.
ACKNOWLEDGEMENT OF UNDERSTANDING

THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED

The undersigned hereby certifies that they have read and understand the contents of this solicitation and attached service agreements, and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this document, the Proposer hereby certifies that they are not barred from bidding on this contract as a result of bid rigging or bid rotating or any similar offense (720 ILCS S/33E-3, 33E-4).

Authorized Signature: __________________________ Company Name: __________________________
Typed/Printed Name: __________________________ Date: __________________________
Title: __________________________ Telephone Number: __________________________
Email: __________________________ Fax Number: __________________________
Exhibit E

ANTI-COLLUSION AFFIDAVIT AND PROPOSER’S CERTIFICATION

______________________________________, being first duly sworn,
deposes and says that he is ________________________________
(Partner, Officer, Owner, Etc.)
of __________________________________________
(Proposer)
The party making the foregoing proposal or bid, that such bid is genuine and not collusive,
or sham; that said bidder has not colluded, conspired, connived or agreed, directly or
indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has
not in any manner, directly or indirectly, sought by agreement or collusion, or
communication or conference with any person; to fix the bid price element of said bid, or of
that of any other bidder, or to secure any advantage against any other bidder or any person
interested in the proposed contract.
The undersigned certifies that he is not barred from bidding on this contract as a result of a
conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

__________________________________________
(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)
The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this ________ day of _____________________, 20

__________________________________________
Notary Public
Commission Expires: _______________________

Failure to complete and return this form may be considered sufficient reason for rejection of
the bid.
EXHIBIT F

CITY OF EVANSTON M/W/EBE POLICY

A City of Evanston goal is to provide contracting and subcontracting opportunities to Minority Business Enterprises, Women Business Enterprises, and Evanston Business Enterprises. The goal of the Minority, Women and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. To assist such growth, the City’s goal is to have general contractors utilize M/W/EBEs to perform no less than 25% of the awarded contract.

Firms bidding on projects with the City must work to meet the 25% goal or request a waiver from participation. It is advised that bidders place advertisements requesting subcontractors and that they email or contact individual firms that would be appropriate to partner in response to the project. For samples of possible advertisements, see the City of Evanston’s Business Diversity Section http://www.cityofevanston.org/business/business-diversity/ (Sample Advertisement ). If you request a paper copy of the additional documents, it will be available free of charge from the Purchasing Office, 2100 Ridge Road Suite 4200, Evanston, IL 60201.

If a bidder is unable to meet the required M/W/EBE goal, the Bidder must seek a waiver or modification of the goal on the attached forms. Bidder must include:

1. A narrative describing the Bidder’s efforts to secure M/W/EBE participation prior to the bid opening.
2. Documentation of each of the assist agencies that were contacted, the date and individual who was contacted, and the result of the conversation (see form)
3. A letter attesting to instances where the bidder has not received inquiries/proposals from qualified M/W/EBEs
4. Names of owners, addresses, telephone numbers, date and time and method of contact of qualified M/W/EBE who submitted a proposal but were not found acceptable.
5. Names of owners, addresses, telephone numbers, date and time of contact of at least 15 qualified M/W/EBEs the bidder solicited for proposals for work directly related to the Bid prior to the bid opening (copies must be attached).

If a bidder is selected with a Subcontractor listed to meet the M/W/EBE goal, a “monthly utilization report” will be due to the City prior to each payment being issued to the Contractor. This report will include documentation of the name of the firm hired, the type of work that firm performed, etc. Should the M/W/EBE not be paid according to the schedule proposed in this document, the City reserves the right to cancel the contract. Examples of this monthly form can be found on the City’s website: http://www.cityofevanston.org/business/business-diversity/ (MWEBE Monthly Utilization Report).
Exhibit G

M/W/EBE PARTICIPATION COMPLIANCE FORM

I do hereby certify that

_________________________________________________ (Name of firm) intends to participate as a Subcontractor or General Contractor on the project referenced above.

This firm is a (check only one):

_____ Minority Business Enterprise (MBE), a firm that is at least 51% managed and controlled by a minority, certified by a certifying agency within Illinois.

_____ Women’s Business Enterprise (WBE), a firm that is at least 51% managed and controlled by a woman, certified by a certifying agency within Illinois.

_____ Evanston Based Enterprise (EBE), a firm located in Evanston for a minimum of one year and which performs a “commercially useful function”.

Total proposed price of response $_____________________
Amount to be performed by a M/W/EBE $_____________________
Percentage of work to be performed by a M/W/EBE _____________________%

Information on the M/W/EBE Utilized:

Name ________________________________________________
Address ____________________________________________
Phone Number _______________________________________
Signature of firm attesting to participation _______________________
Title and Date ____________________

Please attach

1. Proper certification documentation if applying as a M/WBE and check the appropriate box below. This M/WBE will be applying with documentation from:

☐ Cook County ☐ State Certification
☐ Federal Certification ☐ Women’s Business Enterprise National Council
☐ City of Chicago ☐ Chicago Minority Supplier Development Council

2. Attach business license if applying as an EBE
Exhibit H

M/W/EBE PARTICIPATION WAIVER REQUEST

I am __________________________ of __________________________, and I have authority to
execute this certification on behalf of the firm. I __________________________ do

hereby certify that this firm seeks to waive all or part of this M/W/EBE participation goal

for the following reason(s):

(CHECK ALL THAT APPLY. SPECIFIC SUPPORTING DOCUMENTATION MUST BE
ATTACHED.)

______ 1. No M/W/EBEs responded to our invitation to bid.

______ 2. An insufficient number of firms responded to our invitation to bid.

   For #1 & 2, please provide a narrative describing the outreach efforts
   from your firm and proof of contacting at least 15 qualified M/W/EBEs
   prior to the bid opening. Also, please attach the accompanying form
   with notes regarding contacting the Assist Agencies.

______ 3. No subcontracting opportunities exist.

   Please provide a written explanation of why subcontracting is not
   feasible.

______ 4. M/W/EBE participation is impracticable.

   Please provide a written explanation of why M/W/EBE participation is
   impracticable.

Therefore, we request to waive _____of the 25% utilization goal for a revised goal of _____%.

Signature:_________________________________________ Date: ____________

(Signature)
**EXHIBIT I**

**Construction Contractors’ Assistance Organizations (“Assist Agencies”) Form**

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>DATE CONTACTED</th>
<th>CONTACT PERSON</th>
<th>RESULT OF CONVERSATION</th>
</tr>
</thead>
</table>
| **Association of Asian Construction Enterprises (AACE)**  
5500 Touhy Ave., Unit K  
Skokie, IL. 60077  
Phone: 847/5259693  
Perry Nakachii, President |                  |                |                        |
| **Black Contractors United (BCU)**  
400 W. 76th Street  
Chicago, IL 60620  
Phone: 773/483-4000; Fax: 773/483-4150  
Email: bcunewera@ameritech.net |                  |                |                        |
| **Chicago Minority Business Development Council**  
105 West Adams Street  
Chicago, Illinois 60603  
Phone: 312-755-8880; Fax: 312-755-8890  
Email: info@chicagomsdc.org  
Shelia Hill, President |                  |                |                        |
| **Evanston Minority Business Consortium, Inc.**  
1018 Darrow Avenue  
Evanston, Illinois 60202  
Phone: 847-492-0177  
Email: embcinc@aol.com |                  |                |                        |
| **Federation of Women Contractors**  
5650 S. Archer Avenue  
Chicago, Illinois 60638  
Phone: 312/360-1122; Fax: 312/360-0239  
Email: FWCChicago@aol.com  
Contact Person: Beth Doria  
Maureen Jung, President |                  |                |                        |
| **Hispanic American Construction Industry (HACIA)**  
901 W. Jackson, Suite 205  
Chicago, IL 60607  
Phone: 312/666-5910; Fax: 312/666-5692  
Email: info@haciaworks.org |                  |                |                        |
| **Women’s Business Development Center**  
8 S. Michigan Ave, Suite 400  
Chicago, Illinois 60603  
Phone: 312-853-3477; Fax: 312-853-0145  
Email: wbdc@wbdc.org  
Carol Dougal, Director |                  |                |                        |

**PLEASE NOTE:** Use of Construction Contractor’s Assistance Organization (Assist Agencies”) Form and agencies are for use as a resource only. The agencies and or vendors listed are not referrals or recommendations by the City of Evanston.
The City has attached its standard professional services agreement as an exhibit to this RFP. Identify all exceptions to the agreement that would prevent your firm from executing it. **The City shall not consider or negotiate regarding exceptions submitted at any time after the submission of the Proposer’s response. Please check one of the following statements:**

- I have read the professional services agreement and plan on executing the agreement without any exceptions.

- My firm cannot execute the City’s standard professional service agreement unless the exceptions noted below or in the attached sample professional services agreement are made.

***Please be aware that submitting exceptions to the contract may impact the likelihood of your firm being selected to perform this work.***

List exceptions in the area below:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Authorized Signature: __________________________  Company Name: __________________________

Typed/Printed Name and Title: __________________________  Date: __________________________
CITY OF EVANSTON

PROFESSIONAL SERVICES AGREEMENT

The parties referenced herein desire to enter into an agreement for professional services for:

**Study and Designation of Central Street Special Service Area (SSA) (“the Project”)**

RFP Number: 18-51

THIS AGREEMENT (hereinafter referred to as the “Agreement”) entered into this ___ day of ________________, 20___, between the City of Evanston, an Illinois municipal corporation with offices located at 2100 Ridge Avenue, Evanston Illinois 60201 (hereinafter referred to as the “City”), and [Insert Professional Service Provider’s name here], with offices located at [Insert address here], (hereinafter referred to as the “Consultant”). Compensation for all basic Services (“the Services”) provided by the Consultant pursuant to the terms of this Agreement shall not exceed $[Insert fee here].

I. COMMENCEMENT DATE

Consultant shall commence the Services on _____________ or no later than three (3) DAYS AFTER City executes and delivers this Agreement to Consultant.

II. COMPLETION DATE

Consultant shall complete the Services by _____________. If this Agreement provides for renewals after an initial term, no renewal shall begin until agreed to in writing by both parties prior to the completion date of this Agreement.

III. PAYMENTS

City shall pay Consultant those fees as provided here: Payment shall be made upon the completion of each task for a project, as set forth in Exhibit A –
Project Milestones and Deliverables. Any expenses in addition to those set forth here must be specifically approved by the City in writing in advance.

IV. DESCRIPTION OF SERVICES

Consultant shall perform the services (the “Services”) set forth here: Services are those as defined in Exhibit A, the City’s Request for Proposal No. # 18-51 (Exhibit B) and Consultant’s Response to the Proposal (Exhibit C). Services may include, if any, other documented discussions and agreements regarding scope of work and cost (Exhibit D).

V. GENERAL PROVISIONS

A. Services. Consultant shall perform the Services in a professional and workmanlike manner. All Services performed and documentation (regardless of format) provided by Consultant shall be in accordance with the standards of reasonable care and skill of the profession, free from errors or omissions, ambiguities, coordination problems, and other defects. Consultant shall take into account any and all applicable plans and/or specifications furnished by City, or by others at City’s direction or request, to Consultant during the term of this Agreement. All materials, buildings, structures, or equipment designed or selected by Consultant shall be workable and fit for the intended use thereof, and will comply with all applicable governmental requirements. Consultant shall require its employees to observe the working hours, rules, security regulations and holiday schedules of City while working and to perform its Services in a manner which does not unreasonably interfere with the City’s business and operations, or the business and operations of other tenants and occupants in the City which may be affected by the work relative to this Agreement. Consultant shall take all necessary precautions to assure the safety of its employees who are engaged in the performance of the Services, all equipment and supplies used in connection therewith, and all property of City or other parties that may be affected in connection therewith. If requested by City, Consultant shall promptly replace any employee or agent performing the Services if, in the opinion of the City, the performance of the employee or agent is unsatisfactory.

Consultant is responsible for conforming its final work product to generally accepted professional standards for all work performed pursuant to this Agreement. Consultant is an independent Consultant and is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort, including but not limited to, Worker’s Compensation Insurance. Nothing in this Agreement accords any third-party beneficiary rights whatsoever to any non-party to this Agreement that any non-party may seek to enforce. Consultant acknowledges and agrees that should Consultant or its subconsultants provide false information, or fail to be or remain in compliance with this Agreement, the City may void this Agreement. The Consultant warrants and states that it has read the Contract Documents, and agrees to be bound thereby, including all performance guarantees as respects Consultant’s work and all indemnity and insurance requirements.

The Consultant shall obtain prior approval from the City prior to subcontracting
with any entity or person to perform any of the work required under this Agreement. If the Consultant subcontracts any of the services to be performed under this Agreement, the subconsultant agreement shall provide that the services to be performed under any such agreement shall not be sublet, sold, transferred, assigned or otherwise disposed of to another entity or person without the City’s prior written consent. The Consultant shall be responsible for the accuracy and quality of any subconsultant’s work.

All subconsultant agreements shall include verbatim or by reference the provisions in this Agreement binding upon Consultant as to all Services provided by this Agreement, such that it is binding upon each and every subconsultant that does work or provides Services under this Agreement.

The Consultant shall cooperate fully with the City, other City contractors, other municipalities and local government officials, public utility companies, and others, as may be directed by the City. This shall include attendance at meetings, discussions and hearings as requested by the City. This cooperation shall extend to any investigation, hearings or meetings convened or instituted by OSHA relative to this Project, as necessary. Consultant shall cooperate with the City in scheduling and performing its Work to avoid conflict, delay in or interference with the work of others, if any, at the Project.

Except as otherwise provided herein, the nature and scope of Services specified in this Agreement may only be modified by a writing approved by both parties. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representatives of the parties.

B. Representation and Warranties. Consultant represents and warrants that:
(1) Consultant possesses and will keep in force all required licenses to perform the Services, (2) the employees of Consultant performing the Services are fully qualified, licensed as required, and skilled to perform the Services.

C. Termination. City may, at any time, with or without cause, terminate this Agreement upon seven (7) days written notice to Consultant. If the City terminates this agreement, the City will make payment to Consultant for Services performed prior to termination. Payments made by the City pursuant to this Agreement are subject to sufficient appropriations made by the City of Evanston City Council. In the event of termination resulting from non-appropriation or insufficient appropriation by the City Council, the City’s obligations hereunder shall cease and there shall be no penalty or further payment required. In the event of an emergency or threat to the life, safety or welfare of the citizens of the City, the City shall have the right terminate this Agreement without prior written notice. Within thirty (30) days of termination of this Agreement, the Consultant shall turn over to the City any documents, drafts, and materials, including but not limited to, outstanding work product, data, studies, test results, source documents, AutoCad Version 2007, PDF, ArtView, Word, Excel spreadsheets, technical specifications and calculations, and any other such items specifically identified by the City related to the Services herein.
D. **Independent Consultant.** Consultant’s status shall be that of an independent Consultant and not that of a servant, agent, or employee of City. Consultant shall not hold Consultant out, nor claim to be acting, as a servant, agent or employee of City. Consultant is not authorized to, and shall not, make or undertake any agreement, understanding, waiver or representation on behalf of City. Consultant shall hold Consultant out, nor claim to be acting, as a servant, agent or employee of City. Consultant shall hold at its own expense comply with all applicable workers compensation, unemployment insurance, employer’s liability, tax withholding, minimum wage and hour, and other federal, state, county and municipal laws, ordinances, rules, regulations and orders. Consultant agrees to abide by the Occupational Safety & Health Act of 1970 (OSHA), and as the same may be amended from time to time, applicable state and municipal safety and health laws and all regulations pursuant thereto.

E. **Conflict of Interest.** Consultant represents and warrants that no prior or present services provided by Consultant to third parties conflict with the interests of City in respect to the Services being provided hereunder except as shall have been expressly disclosed in writing by Consultant to City and consented to in writing to City.

F. **Ownership of Documents and Other Materials.** All originals, duplicates and negatives of all plans, drawings, reports, photographs, charts, programs, models, specimens, specifications, AutoCad Version 2007, Excel spreadsheets, PDF, and other documents or materials required to be furnished by Consultant hereunder, including drafts and reproduction copies thereof, shall be and remain the exclusive property of City, and City shall have the unlimited right to publish and use all or any part of the same without payment of any additional royalty, charge, or other compensation to Consultant. Upon the termination of this Agreement, or upon request of City, during any stage of the Services, Consultant shall promptly deliver all such materials to City. Consultant shall not publish, transfer, license or, except in connection with carrying out obligations under this Agreement, use or reuse all or any part of such reports and other documents, including working pages, without the prior written approval of City, provided, however, that Consultant may retain copies of the same for Consultant’s own general reference.

G. **Payment.** Invoices for payment shall be submitted by Consultant to City at the address set forth above, together with reasonable supporting documentation, City may require such additional supporting documentation as City reasonably deems necessary or desirable. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act, after City’s receipt of an invoice and all such supporting documentation.

H. **Right to Audit.** Consultant shall for a period of three years following performance of the Services, keep and make available for the inspection, examination and audit by City or City’s authorized employees, agents or representatives, at all reasonable time, all records respecting the services and expenses incurred by Consultant, including without limitation, all book, accounts, memoranda, receipts, ledgers, canceled checks, and any other documents indicating, documenting, verifying or substantiating the cost and appropriateness of any and all expenses. If any invoice submitted by Consultant is found to have been overstated,
Consultant shall provide City an immediate refund of the overpayment together with interest at the highest rate permitted by applicable law, and shall reimburse all of City’s expenses for and in connection with the audit respecting such invoice.

I. **Indemnity.** Consultant shall defend, indemnify and hold harmless the City and its officers, elected and appointed officials, agents, and employees from any and all liability, losses, or damages as a result of claims, demands, suits, actions, or proceedings of any kind or nature, including but not limited to costs, and fees, including attorney’s fees, judgments or settlements, resulting from or arising out of any negligent or willful act or omission on the part of the Consultant or Consultant’s subcontractors, employees, agents or subcontractors during the performance of this Agreement. Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided. This provision shall survive completion, expiration, or termination of this Agreement.

Nothing contained herein shall be construed as prohibiting the City, or its officers, agents, or employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions or suits brought against them. The Consultant shall be liable for the costs, fees, and expenses incurred in the defense of any such claims, actions, or suits. Nothing herein shall be construed as a limitation or waiver of defenses available to the City and employees and agents, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 et seq.

At the City Corporation Counsel’s option, Consultant must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the City has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Consultant of any of its obligations under this Agreement. Any settlement of any claim or suit related to this Agreement by Consultant must be made only with the prior written consent of the City Corporation Counsel, if the settlement requires any action on the part of the City.

To the extent permissible by law, Consultant waives any limits to the amount of its obligations to indemnify, defend, or contribute to any sums due under any Losses, including any claim by any employee of Consultant that may be subject to the Illinois Workers Compensation Act, 820 ILCS 305/1 et seq. or any other related law or judicial decision, including but not limited to, *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991). The City, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute.

Consultant shall be responsible for any losses and costs to repair or remedy work performed under this Agreement resulting from or arising out of any act or omission, neglect, or misconduct in the performance of its Work or its subConsultants’ work. Acceptance of the work by the City will not relieve the Consultant of the responsibility for subsequent correction of any such error, omissions and/or negligent acts or of its liability for loss or damage resulting therefrom. All provisions of this Section shall survive completion, expiration, or termination of this Agreement.
J. Insurance. Consultant shall carry and maintain at its own cost with such companies as are reasonably acceptable to City all necessary liability insurance (which shall include as a minimum the requirements set forth below) during the term of this Agreement, for damages caused or contributed to by Consultant, and insuring Consultant against claims which may arise out of or result from Consultant’s performance or failure to perform the Services hereunder: (1) worker’s compensation in statutory limits and employer’s liability insurance in the amount of at least $500,000, (2) comprehensive general liability coverage, and designating City as additional insured for not less than $3,000,000 combined single limit for bodily injury, death and property damage, per occurrence, (3) comprehensive automobile liability insurance covering owned, non-owned and leased vehicles for not less than $1,000,000 combined single limit for bodily injury, death or property damage, per occurrence, and (4) errors and omissions or professional liability insurance respecting any insurable professional services hereunder in the amount of at least $1,000,000. Consultant shall give to the City certificates of insurance for all Services done pursuant to this Agreement before Consultant performs any Services, and, if requested by City, certified copies of the policies of insurance evidencing the coverage and amounts set forth in this Section. The City may also require Consultant to provide copies of the Additional Insured Endorsement to said policy(ies) which name the City as an Additional Insured for all of Consultant’s Services and work under this Agreement. Any limitations or modification on the certificate of insurance issued to the City in compliance with this Section that conflict with the provisions of this Section shall have no force and effect. Consultant’s certificate of insurance shall contain a provision that the coverage afforded under the policy(s) will not be canceled or reduced without thirty (30) days prior written notice (hand delivered or registered mail) to City. Consultant understands that the acceptance of certificates, policies and any other documents by the City in no way releases the Consultant and its subcontractors from the requirements set forth herein. Consultant expressly agrees to waive its rights, benefits and entitlements under the “Other Insurance” clause of its commercial general liability insurance policy as respects the City. In the event Consultant fails to purchase or procure insurance as required above, the parties expressly agree that Consultant shall be in default under this Agreement, and that the City may recover all losses, attorney’s fees and costs expended in pursuing a remedy or reimbursement, at law or in equity, against Consultant.

Consultant acknowledges and agrees that if it fails to comply with all requirements of this Section, that the City may void this Agreement.

K. Confidentiality. In connection with this Agreement, City may provide Consultant with information to enable Consultant to render the Services hereunder, or Consultant may develop confidential information for City. Consultant agrees (i) to treat, and to obligate Consultant’s employees to treat, as secret and confidential all such information whether or not identified by City as confidential, (ii) not to disclose any such information or make available any reports, recommendations and /or conclusions which Consultant may make for City to any person, firm or corporation or use the same in any manner whatsoever without first obtaining City’s written approval, and (iii) not to disclose to City any information obtained by Consultant on a
confidential basis from any third party unless Consultant shall have first received written permission from such third party to disclose such information.

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/7(2), records in the possession of others whom the City has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited statutory timeframes (five (5) working days with a possible five (5) working day extension). Upon notification from the City that it has received a Freedom of Information Act request that calls for records within the Consultant’s control, the Consultant shall promptly provide all requested records to the City so that the City may comply with the request within the required timeframe. The City and the Consultant shall cooperate to determine what records are subject to such a request and whether or not any exemptions to the disclosure of such records, or part thereof, is applicable. Vendor shall indemnify and defend the City from and against all claims arising from the City’s exceptions to disclosing certain records which Vendor may designate as proprietary or confidential. Compliance by the City with an opinion or a directive from the Illinois Public Access Counselor or the Attorney General under FOIA, or with a decision or order of Court with jurisdiction over the City, shall not be a violation of this Section.

L. **Use of City’s Name or Picture of Property.** Consultant shall not in the course of performance of this Agreement or thereafter use or permit the use of City’s name nor the name of any affiliate of City, nor any picture of or reference to its Services in any advertising, promotional or other materials prepared by or on behalf of Consultant, nor disclose or transmit the same to any other party.

M. **No Assignments or Subcontracts.** Consultant shall not assign or subcontract all or any part or its rights or obligations hereunder without City’s express prior written approval. Any attempt to do so without the City’s prior consent shall, at City’s option, be null and void and of no force or effect whatsoever. Consultant shall not employ, contract with, or use the services of any other architect, interior designer, engineer, consultant, special contractor, or other third party in connection with the performance of the Services without the prior written consent of City.

N. **Compliance with Applicable Statutes, Ordinances and Regulations.** In performing the Services, Consultant shall comply with all applicable federal, state, county, and municipal statutes, ordinances and regulations, at Consultant’s sole cost and expense, except to the extent expressly provided to the contrary herein. Whenever the City deems it reasonably necessary for security reasons, the City may conduct at its own expense, criminal and driver history background checks of Consultant’s officers, employees, subcontractors, or agents. Consultant shall immediately reassign any such individual who in the opinion of the City does not pass the background check.

O. **Liens and Encumbrances.** Consultant, for itself, and on behalf of all subcontractors, suppliers, materialmen and others claiming by, through or under Consultant, hereby waives and releases any and all statutory or common law mechanics’ materialmens’ or other such lien claims, or rights to place a lien upon City property or any improvements thereon in connection with any Services performed.
under or in connection with this Agreement. Consultant further agrees, as and to the extent of payment made hereunder, to execute a sworn affidavit respecting the payment and lien releases of all subcontractors, suppliers and materialmen, and a release of lien respecting the Services at such time or times and in such form as may be reasonably requested by City. Consultant shall protect City from all liens for labor performed, material supplied or used by Consultant and/or any other person in connection with the Services undertaken by consultant hereunder, and shall not at any time suffer or permit any lien or attachment or encumbrance to be imposed by any subConsultant, supplier or materialmen, or other person, firm or corporation, upon City property or any improvements thereon, by reason or any claim or demand against Consultant or otherwise in connection with the Services.

P. Notices. Every notice or other communication to be given by either party to the other with respect to this Agreement, shall be in writing and shall not be effective for any purpose unless the same shall be served personally or by United States certified or registered mail, postage prepaid, addressed if to City as follows: City of Evanston, 2100 Ridge Avenue, Evanston, Illinois 60201, Attention: Purchasing Division and to Consultant at the address first above set forth, or at such other address or addresses as City or Consultant may from time to time designate by notice given as above provided.

Q. Attorney’s Fees. In the event that the City commences any action, suit, or other proceeding to remedy, prevent, or obtain relief from a breach of this Agreement by Consultant, or arising out of a breach of this Agreement by Consultant, the City shall recover from the Consultant as part of the judgment against Consultant, its attorneys’ fees and costs incurred in each and every such action, suit, or other proceeding.

R. Waiver. Any failure or delay by City to enforce the provisions of this Agreement shall in no way constitute a waiver by City of any contractual right hereunder, unless such waiver is in writing and signed by City.

S. Severability. In the event that any provision of this Agreement should be held void, or unenforceable, the remaining portions hereof shall remain in full force and effect.

T. Choice of Law. The rights and duties arising under this Agreement shall be governed by the laws of the State of Illinois. Venue for any action arising out or due to this Agreement shall be in Cook County, Illinois. The City shall not enter into binding arbitration to resolve any dispute under this Agreement. The City does not waive tort immunity by entering into this Agreement.

U. Time. Consultant agrees all time limits provided in this Agreement and any Addenda or Exhibits hereto are of essence to this Agreement. Consultant shall continue to perform its obligations while any dispute concerning the Agreement is being resolved, unless otherwise directed by the City.
V. **Survival.** Except as expressly provided to the contrary herein, all provisions of this Agreement shall survive all performances hereunder including the termination of the Consultant.

VI. **EQUAL EMPLOYMENT OPPORTUNITY**

In the event of the Consultant’s noncompliance with any provision of Section 1-12-5 of the Evanston City Code, the Illinois Human Rights Act or any other applicable law, the Consultant may be declared nonresponsible and therefore ineligible for future contracts or subcontracts with the City, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of the contract, the Consultant agrees as follows:

A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, or age or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. Consultant shall comply with all requirements of City of Evanston Code Section 1-12-5.

B. That, in all solicitations or advertisements for employees placed by it on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, or disability.

VII. **SEXUAL HARASSMENT POLICY**

The Consultant certifies pursuant to the Illinois Human Rights Act (775 ILCS 5/2105 et. seq.), that it has a written sexual harassment policy that includes, at a minimum, the following information:

A. The illegality of sexual harassment;

B. The definition of sexual harassment under State law;

C. A description of sexual harassment utilizing examples;

D. The Consultant’s internal complaint process including penalties;

E. Legal recourse, investigation and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission, and directions on how to contact both; and

F. Protection against retaliation as provided to the Department of Human Rights.

VIII. **CONSULTANT CERTIFICATIONS**
A. Consultant acknowledges and agrees that should Consultant or its subconsultant provide false information, or fail to be or remain in compliance with the Agreement, the City may void this Agreement.

B. Consultant certifies that it and its employees will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. Section 1201 et seq.) and applicable rules in performance under this Agreement.

C. If Consultant, or any officer, director, partner, or other managerial agent of Consultant, has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, Consultant certifies at least five years have passed since the date of the conviction.

D. Consultant certifies that it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any State in the U.S., nor made any admission of guilt of such conduct that is a matter of record. (720 ILCS 5/33 E-3, E-4).

E. In accordance with the Steel Products Procurement Act, Consultant certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the U.S. unless the City grants an exemption.

F. Consultant certifies that it is properly formed and existing legal entity, and as applicable, has obtained an assumed name certificate from the appropriate authority, or has registered to conduct business in Illinois and is in good standing with the Illinois Secretary of State.

G. If more favorable terms are granted by Consultant to any similar governmental entity in any state in a contemporaneous agreement let under the same or similar financial terms and circumstances for comparable supplies or services, the more favorable terms shall be applicable under this Agreement.

H. Consultant certifies that it is not delinquent in the payment of any fees, fines, damages, or debts to the City of Evanston.

IX. INTEGRATION

This Agreement, together with Exhibits A, B, C, and D sets forth all the covenants, conditions and promises between the parties with regard to the subject matter set forth herein. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement. This Agreement has been negotiated and entered into by each party with the opportunity to consult with its counsel regarding the terms therein. No portion of the Agreement shall be construed against a party due to the fact that one party drafted that particular portion as the rule of *contra proferentem* shall not apply.

In the event of any inconsistency between this Agreement, and any Exhibits, this

Revised 10-14 (09-17)
Agreement shall control over the Exhibits. In no event shall any proposal or contract form submitted by Consultant be part of this Agreement unless agreed to in a writing signed by both parties and attached and referred to herein as an Addendum, and in such event, only the portions of such proposal or contract form consistent with this Agreement and Exhibits hereto shall be part hereof.

IN WITNESS WHEREOF, the parties hereto have each approved and executed this Agreement on the day, month and year first above written.

CONSULTANT:  

CITY OF EVANSTON  
2100 RIDGE AVENUE  
EVANSTON, IL 60201

By __________________________  
By: __________________________

Its: __________________________  
Its: City Manager _____________

FEIN Number: ________________  
Date: _______________________

Date: _______________________

Revised 10-14 (09-17)
EXHIBIT A – Project Milestones and Deliverables

This EXHIBIT A to that certain Consulting Agreement dated _______ between the City of Evanston, 2100 Ridge Avenue, Evanston, Illinois, 60201 (“City”) and ______________ (“Consultant”) sets forth the Commencement and Completion Date, Services, Fees, and Reimbursable Expenses as follows:

I. COMMENCEMENT DATE: ____________________

II. COMPLETION DATE: ________________________

III. FEES:

IV. SERVICES/SCOPE OF WORK:

As defined in RFP/ #18-51 (Exhibit B) and Consultants Response to Proposal (Exhibit C)

Dated: ______________
EXHIBIT K

PROPOSAL SUBMITTAL LABEL

CUT AND ATTACH LABEL ON OUTSIDE OF SEALED BID/PROPOSAL SUBMITTAL

ADDRESS SUBMITTALS:  CITY OF EVANSTON - PURCHASING OFFICE, ROOM 4200
                        LORRAINE H. MORTON CIVIC CENTER
                        2100 RIDGE AVENUE - EVANSTON, ILLINOIS  60201

SUBMITTAL NUMBER:  __________________________________________________
SUBMITTAL NAME:  __________________________________________________
SUBMITTAL DUE DATE/TIME:  _________________________________________
COMPANY NAME:  __________________________________________________
COMPANY ADDRESS:  ________________________________________________
COMPANY TELEPHONE #:  ____________________________________________

---------------------------------------------------------------------------------------------------------------------------------
CENTRAL STREET SPECIAL SERVICE AREA STUDY AREA
March 2018

To whom it may concern:

Re: Support to Perform a Feasibility Study for a Special Service Area for the Central Street Business District

Below please find the names and contacts of business owners from the Central Street Business District seeking to conduct a Feasibility Study to further explore and define the approach and constraints associated with organizing and forming a Special Service Area.

We believe such a Special Service Area (SSA) would have a positive effect for our customers, businesses and the City of Evanston. Generally the SSA would run east to west on Central Street and north to south along Green Bay Road. The actual property boundaries would be defined as part of the proposed study.

We believe the SSA would be of great value to support the efforts of local businesses who would be active partners in investing in the on-going development within this northwest Evanston area including retail stores, restaurants, service providers and other commercial enterprises.

The Central Street Business District has served the local community for many years and the formation of the SSA would help ensure further growth and expansion within this important business corridor. The formation of an SSA would provide funding and leadership continuity helping to solve infrastructure and marketing issues that have been complicated to improve without adequate funding and dedicated leadership.

Many of the undersigned businesses are already actively involved in the community and will continue to play important roles in helping make the SSA successful. As the proposed Feasibility Study goes forward we anticipate playing a continued role in providing input and knowledge about the district. We understand that an SSA is funded through the property tax process and acknowledge that the additional costs would be paid by property owners or passed on in some proportion to the tenants of those properties in the district. Needed funds to operate the SSA would be determined by the Feasibility Study.

Previously on October 12, 2017, the Board of the Central Street Business Association submitted a letter to our Aldermen to show and request their support to investigate the SSA, and now a larger group of business owners is seeking assistance from the City to engage the appropriate parties to start the Feasibility Study to determine boundaries, costs, budget, and revenue from a potential SSA. We look forward to an open dialog with our commercial partners, our residential neighbors, and our city leaders in accomplishing this timely and relevant economic development project which has so much potential benefit to our community.

Respectfully,

PLEASE SEE ATTACHED PAGES
Central Street Business Association

Eleanor Revelle, 7th Ward Alderman
Thomas Suffredin, 6th Ward Alderman
City of Evanston
2100 Ridge Avenue
Evanston, Illinois 60201

Dear Alderman Revelle and Alderman Suffredin:

For the past few years, the Central Street Business Association has struggled to find ways to bring in enough funds to support the many activities and beautification efforts we feel should take place on Central Street. The much-appreciated Great Merchant Grant, our membership dues, and the volunteer work of our Board and members have fallen short in making us as effective as we would like. We know many other Evanston business districts have become Special Service Areas (SSA) to address similar needs, and we feel it is time for Central Street to do the same.

At our Board meeting last evening, we unanimously voted to pursue the SSA option. I am writing to you on behalf of our Association Board to seek your assistance. As our representatives to City government, we would like your support to help us take the necessary steps to get this process underway. We are prepared to work with you and other City personnel to assess the feasibility of becoming a Special Service Area and, ultimately, implementing a new organizational structure.

We understand that a SSA requires landowner acceptance (or “non-denial,” since it requires no more than 51% no votes). We are seeking assistance from City personnel experienced in this area to help us choose the appropriate geographic boundaries, in hopes it will be a positive experience for all. As we get further into the process we will also seek guidance from those who have successfully formed SSA’s, such as the Dempster-Main Street businesses.

In seeking your support, we realize this is only an initial step, but would greatly appreciate your willingness to partner with us as we begin the process to make long-term improvements to the operation of our business district.

Very truly yours,

Central Street Business Association Board

[Signature]

By: Stephen L. Farmer, Board President

Copies to:
Stephen Haggerty, Mayor, City of Evanston
Wally Berkowitz, City Manager
Paul Zalmazek, Manager, Economic Development
Paulina Martinez, Specialist, Economic Development
<table>
<thead>
<tr>
<th>BUSINESS NAME</th>
<th>ADDRESS</th>
<th>REPRESENTATIVE</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>Happy Husky Bakery</td>
<td>2601 Prairie</td>
<td>Angela L. Fenn</td>
<td>Co-Owner</td>
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<tr>
<td>George Riplin Maps &amp; Prints</td>
<td>1937 Central St. E</td>
<td>Tony Rippl</td>
<td>Owner</td>
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<tr>
<td>Aim &amp; Align Hair Boutique</td>
<td>2907 Central</td>
<td>Ann LaRocque</td>
<td>Owner</td>
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<tr>
<td>Spice House, LLC</td>
<td>1941 Central</td>
<td>Eric Medina</td>
<td>Manager</td>
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<tr>
<td>Notice</td>
<td>2112 Central</td>
<td>Ma Katz</td>
<td>Owner</td>
</tr>
<tr>
<td>Spice House, LLC</td>
<td>1941 Central</td>
<td>Tom Sid</td>
<td>Partner</td>
</tr>
<tr>
<td>MY Piano Study</td>
<td>2809 Central</td>
<td>David K. Adams</td>
<td>Manager</td>
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<tr>
<td>Maya Maya &amp; Tony Macaroni</td>
<td>4901 Central</td>
<td>Simon N. Neuman</td>
<td>Owner</td>
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<tr>
<td>Stella</td>
<td>2116 Central</td>
<td>Michael Burn</td>
<td>Owner</td>
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<tr>
<td>Evanston Public Library, North Branch</td>
<td>2026 Central</td>
<td>Connellenghan Manager</td>
<td>Owner</td>
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<tr>
<td>Round</td>
<td>1706 Central</td>
<td>John D. Dallas</td>
<td>Owner</td>
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<tr>
<td>Berkshire Hathaway</td>
<td>2110 Central</td>
<td>John Springer</td>
<td>Broker</td>
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<td>Welsh Natural Hair</td>
<td>2116 Central</td>
<td>Lynn Bedien</td>
<td>Owner</td>
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<tr>
<td>BUSINESS NAME</td>
<td>ADDRESS</td>
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<tr>
<td>Nash Natural Bath</td>
<td>2164 Central</td>
<td>Lyn Barker</td>
<td>Owner</td>
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<tr>
<td>Allegro Dance Boutique</td>
<td>2114 Central</td>
<td>Ari Lawson, St. Alix Schlaci</td>
<td>Inventory Manager, Store Manager</td>
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<tr>
<td>Groomed</td>
<td>1706 Central</td>
<td>Ken Pattinson</td>
<td>CEO, Owner</td>
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<tr>
<td>Custom Eyes</td>
<td>1939 Central</td>
<td>Peggy Hathorn</td>
<td>Manager</td>
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<tr>
<td>Bradley Investment Center</td>
<td>3000 Central</td>
<td>Dale Bradley</td>
<td>Owner</td>
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<tr>
<td>Oliver's Trains &amp; Toys</td>
<td>2002 Central</td>
<td>Sini Rayzinski</td>
<td>Owner</td>
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<tr>
<td>Meteor</td>
<td>2000 Central</td>
<td>Larry Ayers</td>
<td>Manager</td>
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<tr>
<td>O. Dwelling Spaces &amp; Places</td>
<td>2930 Central</td>
<td>Prina Nikola</td>
<td>Owner</td>
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<tr>
<td>Custom Edge</td>
<td>1939 Central</td>
<td>Sarah Fields</td>
<td>Optician</td>
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<tr>
<td>Little Green Tree House</td>
<td>2814 Central</td>
<td>Alison Sobczyn</td>
<td>Director</td>
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<tr>
<td>Harold's Hardware</td>
<td>2912 Central</td>
<td>Daniel Cowley</td>
<td>Owner</td>
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<tr>
<td>Schermerhorn</td>
<td>2737 Central</td>
<td>Jim Schermerhorn</td>
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Re: Support to Perform a Feasibility Study for a Special Service Area for the Central Street Business District (continued)

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<tr>
<td>J. C. Lewis &amp; Co</td>
<td>2004 Central</td>
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<td>CNN Tower &amp; Center</td>
<td>1717 Central</td>
<td>Paul</td>
<td>President &amp; CFO</td>
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<tr>
<td>TDD</td>
<td>206 Central</td>
<td>Jeff</td>
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